



STATE OF NEW JERSEY

**SENIOR CITIZENS & DISABLED RESIDENTS
TRANSPORTATION ASSISTANCE PROGRAM
JANUARY 1, 2016 – DECEMBER 31, 2016
&
FTA NON-URBANIZED AREA FORMULA PROGRAM
(SECTION 5311)
JULY 1, 2015 – DECEMBER 31, 2016**

County	Gloucester
Name of Transportation System	Division of Transportation Services (DTS)
Applicants Legal Name	County of Gloucester, Division of Transportation Services
Address	115 Budd Blvd. / P.O. Box 337
	West Deptford, NJ 08096
Name & Title of Person Completing the Application	Mark Seigel, Acting Coordinator
Phone Number	856-686-8362
Fax Number	856-686-8361
E-Mail Address	mseigel@co.gloucester.nj.us

NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th flr.
Newark, New Jersey 07105-2246
Phone: (973) 491-7456

Table of Contents

TECHNICAL CAPACITY	4
PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2016.....	5
SECTION I – COUNTY INFORMATION	6
Project Contacts/Personnel	6
Documents and Recordkeeping	8
Procedures for Grant Administration Reporting.....	9
SECTION II - DESCRIPTION OF SERVICE	10
Service Description	10
Service Operations	10
Americans with Disabilities Act (ADA) Service Requirements.....	11
Service Area Details and Feeder Service.....	12
Service Coordination	13
Route Deviation.....	14
2016 Short-Term Program Strategies	15
SECTION III – BUDGET.....	16
Program Budgets	16
Alternative Revenue Total Collected for Calendar Year 2014.....	16
Indirect Administrative Costs	17
Third Party Contracting.....	17
SECTION IV – PROJECT EQUIPMENT.....	19
Vehicle Inventory.....	19
Non-Vehicle Inventory	20
Capital Disposal 2014	20
SECTION V - PUBLIC OUTREACH.....	21
Public Outreach Activities	21
Marketing Materials.....	21
Public Hearing and Notification (only required for SCDRTAP funding)	21
SECTION VI - ADDENDUMS	23
SCDRTAP Maintenance of Effort (MOE) Certification	23
Sample of Required SCDRTAP Application Cover Letter.....	24
SCDRTAP Applicant Authorizing and Supporting Resolution	25
SECTION VII – 5311 ADDITIONAL ITEMS.....	26
Opinion of Counsel Letter.....	26
ADA Certification of Equivalent Service	27
DISCLOSURE OF LOBBYING ACTIVITIES (LLL Form)	28
LOBBYING CERTIFICATION	30
Civil Rights.....	31
Equal Employment Opportunity (EEO).....	

ADA.....	32
Title VI	32
Rolling Stock.....	33
Capital Public Notice Requirement.....	34
Financial Management Systems.....	35
Suspension and Debarment.....	36
Local In-Kind Match and Match Source	36
Special Section 5333(b).....	38
Listing of Operators and Union Representatives.....	42
Sample of Required S5311 and Innovative Grant Application Cover Letter	43
5311 Applicant Authorizing and Supporting Resolution.....	44
Addendum A – A List of Private Bus Operators Serving New Jersey	45
Addendum B – Designated Leads for Human Services Transportation Coordination Plan.....	47
 SECTION VIII FTA SECTION 5311 INNOVATION GRANT	48
Factors Supporting Proposed Section 5311 Innovation Grant Route Proposal.....	49
Project Description	50
Route Description.....	50
Span of Service.....	50
Projected Operating Budget.....	51
 SECTION IX- COMPLETE APPLICATION CHECKLIST OF DOCUMENTS	52

TECHNICAL CAPACITY

All applicants must demonstrate the technical capacity to carry out the services proposed. At a minimum the applicant must be able to:

- Demonstrate the financial ability to perform and deliver the service applying for and awarded.
- Demonstrate the adequate level of staffing and grant experience and knowledge to comply with all FTA grant requirements.
- Demonstrate the adequate level of staffing and operational experience needed in delivering the service as per grant award.
- Demonstrate the adequate level of staffing and maintenance experience for performing required maintenance on vehicles used or purchased for this service.
- Demonstrate the adequate level of vehicles including back-up vehicles to perform the service under this program.
- Demonstrate a driver training program to ensure safe and reliable service to all passengers.
- Demonstrate that the service provided is not duplicating other services funded under FTA or other funding sources. All FTA subrecipients must be part of the local Human Service Coordination Transportation plan.
- Demonstrate there are written procedures and policies for operations, grant administration and FTA reporting requirements.

When filling in this application ensure that you are clearly documenting the technical capacity required to deliver this State and/or Federally funded project.

If applicant is providing route deviation service with published timetable/schedule – include copies of timetables –

- Systems must provide information to the public on how to request a deviation
- All deviation service must be open to the general public and noted on timetable
- Phone number on timetable must be listed for requesting trip deviation in advance

PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2016

The schedule below is for guidance purposes only. The suggested timetable below is to assist you in planning the completion of your SCDRTAP application on time. It is understood that dates and local procedures may vary.

Date:

SCDRTAP Application Only Activity:

No later than May 22, 2015

By this date you should have:

- Published your public hearing notice in two different newspapers, notice must be published at least 30 calendar days prior to hearing date.
- Sent copy of public hearing notice to all municipal clerks in county
- Sent copy of public hearing to interested agencies including but not limited to senior centers, nutrition sites, adult workshops, senior and disabled non-profit agencies.
- Posted large print on-board public hearing notices in your vehicles.

June 22, 2015

By this date you should have;

- Held your public hearing
- Read into the public hearing record summary of 2015 grant activities and proposed 2016 SCDRTAP budget
- At public hearing provided copies of summary of 2015 grant activities and copies of proposed 2016 budget. (should be available in alternative format upon request)
- Met with your local CAC to review proposed 2016 application and get feedback.

14 days After Public Hearing

A copy of the completed application should be placed in the main branch of the county library and on the County Website for public review at least 14 days after the public hearing date. The County should make every effort to have a full application in the library and the website. If the entire application is not available 14 days after the hearing, the county should place a copy of the proposed description of service and proposed line item budget in the library and website for public review.

June 30, 2015

Application due to NJ TRANSIT. If full transcript of the public hearing, notarized public hearing notices and/or original Freeholder Resolution is not available by this date please note it on your cover letter and submit as soon as available.

SECTION I – COUNTY INFORMATION

Project Contacts/Personnel

1. Complete the below Table with the key contact people.

Table 1

Name	Title	Address	Phone #	E-mail
Robert M. Damming	Freeholder Director	2 S. Broad Street, Woodbury, NJ 08096	(856) 853-3395	rdamming@co.gloucester.nj.us
Peter Mercanti	Procurement Contact	2 S. Broad Street Woodbury, NJ 08096	(856) 853-3414	pmercanti@co.gloucester.nj.us
Gary Schwarz	Audit Contact	2 S. Broad Street, Woodbury, NJ 08096	(856) 853-3353	gschwarz@co.gloucester.nj.us
Milton Hinton	EEO Contact*	2 S. Broad Street, Woodbury, NJ 08096	(856) 853-6903	mhinton@co.gloucester.nj.us
Leona Mather	ADA Representative*	115 Budd Blvd., West Deptford, NJ 08096	(856) 384-6889	lmather@co.gloucester.nj.us
Milton Hinton	Title VI Representative*	2 S. Broad Street, Woodbury, NJ 08096	(856) 853-6903	mhinton@co.gloucester.nj.us
Dean Sizemore	Safety Officer*	2 S. Broad Street, Woodbury, NJ 08096	(856) 384-3990	dsizemore@co.gloucester.nj.us

*Required for Section 5311, recommended for SCDRTAP

2. Provide the name, title, phone number, e-mail address and estimated percentage of their salary that will be charged to the grants. For example: Administrator, Operations Manager, Safety Officer. Do not list each individual Operator, Dispatcher, or Reservationist - list the number of these positions and percentage charged per grant.

Table 2

Staff Member		Phone #	E-mail	SCDRTAP		5311	
Name	Title			Admin %	Operating %	Admin %	Operating %
Mark Seigel	Acting Coordinator	(856) 686-8362	mseigel@co.gloucester.nj.us	26	-	0	0
Karen Allen	Supervising Omnibus Operator	(856) 686-8359	kdavis@co.gloucester.nj.us	-	21	0	0
Safety Officer	Risk Manager, Human Resources	(856) 384-3990	dsizemore@co.gloucester.nj.us	N/A	N/A	N/A	N/A
Omnibus Operators f/t, p/t and subs	26 Drivers	-	-	-	27	-	20
Reservationists	3 Permanent with 5 drivers working out of title on p/t basis (one per day, when needed)	(856) 686-8350		-	30	0	0
Administration	Accountant and Principal Data Entry Operator	(856) 686-8360 (856) 686-8355		32	-	0	0
DTS Support Principal Clerk Typist	Supports Operations and Schedules when necessary	(856) 686-8357		-	29	0	0

3. By grant, for positions that will only be partially charged to either grant, describe how the estimated percentage of the salary to be charged to the grant was derived. Describe what mechanism(s) are used to verify the actual time that an individual spends on grant related activities.

With the June 2015 installation of Ecolane automated, computerized routing and scheduling system, each grant code will be entered allowing us to track more accurately. Previously, estimated time charged to each grant was based upon driver discretion of daily funding codes for residents receiving rides. Time sheets will still be filed manually but should be more accurate using the new automated system.

4. Attach an official organizational chart for those involved in your transportation program. If you contract out your service to a third party vendor, include an organization chart for the vendor's operations.

Attach as NJT Attachment A and B

- *Holcomb Bus Service, Inc., 11 Karr Drive, Bellmawr, NJ 08031 – Holcomb Bus Service provides transportation on behalf of Gloucester County to our two vocational sites - Abilities Solutions, (aka Abilities Center), and St. John of God School.*
- *Collins Transportation, LLC, 2249 42nd Street, Pennsauken, NJ 08110 for medical-related transportation services.*

5. List SCDRTAP Citizens Advisory Committee 2016 meeting dates, locations and times.

February 11, 2016 – Reorganization; March 10, 2016; April 14, 2016, May 2016 or June 2016 Public Hearing – to be announced; September 8, 2016, October 13, 2016; November 10, 2016 and December 8, 2016. See attached 2016 Tentative Meeting Schedule.

6. Provide us with the names of SCDRTAP Citizen Advisory Committee Members. Indicate if the members are senior citizens, people with disabilities or consumer advocates. Indicate Chairperson, and if applicable, Vice-Chairperson of Committee.

See next pages for membership & meeting dates.



GLOUCESTER COUNTY LOCAL CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE 2016 TENTATIVE MEETING SCHEDULE

BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damminger

FREEHOLDER LIAISON
Jim Jefferson



DEPARTMENT OF HUMAN
SERVICES

DIVISION OF
TRANSPORTATION
SERVICES

DIRECTOR
Lisa Cerny

ACTING COORDINATOR
Mark Seigel

115 Budd Blvd.
West Deptford, NJ 08096

Phone 856.686.8355
Fax 856.686.8361

www.gloucestercounty.nj.gov

New Jersey Relay Service – 711
Or Toll Free @ 1.800.852.7897

FEBRUARY 11, 2016

REORGANIZATION

MARCH 10, 2016

APRIL 14, 2016

***MAY or JUNE PUBLIC HEARING – TO BE ANNOUNCED**

SEPTEMBER 08, 2016

OCTOBER 13, 2016

NOVEMBER 10, 2016

DECEMBER 08, 2016

**All meetings are being held at 115 Budd Boulevard, West Deptford, NJ
@ 6:00pm in the main conference room. The Public Hearing will be
held in May or June at Gloucester County College.**

***To be advertised by Transportation Staff – Public Hearing at Gloucester
County College, 2:30pm – 5:00pm**

**GLOUCESTER COUNTY (TENTATIVE)
LOCAL CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE (LCTAC)
2015 MEMBERSHIP**

There shall be a minimum of seven voting members of the committee composed of a majority of senior citizens and/or handicapped persons. There shall also be two (2) alternate member positions on the LCTAC. Alternate members are permitted to vote only when a quorum of voting members is not present. There shall be no less than one (1) representative from each respective consumer group. Consumer group representation refers to (1) persons 60 years of older, and (2) persons with disabilities.

Members

Mr. Dennis Ledger *(disabled consumer)*
305 Rutgers Avenue **(Chairman)**
Oak Valley, NJ 08090
856-468-4401

Ms. Annette DiBartolomeo
N80 Pristine Place *(60+ consumer)*
Sewell, NJ 08080
(856) 218-0496

Mr. Dennis Cook, Director
Office of Special Needs *(Disability Specialist)*
Gloucester County College
1400 Tanyard Road
Sewell, NJ 08080
856-415-2281

Mr. Robert Dazlich (consumer) *(disabled consumer)*
Hodson Manor Apt./20 S. Main Street
Glassboro, NJ 08028
856-863-0120

Mr. Ron Bowers *(60+ disabled consumer)*
174 Robin Drive
West Deptford, NJ 08096 **(Vice-Chairman)**
856-224-1804

Ms. Anna Marie Gonella Rosato *(retired transportation professional)*
41 Hartford Road
Sewell, NJ 08080
Cell #856-371-7332

Mr. Salvatore Barbuto
29 Hollybrook Drive
Sewell, NJ 08080
856-415-0532
Cell #856-430-9885

Alternate Members

Ms. Inez Nelson
Education & Disability Services
115 Budd Blvd.
West Deptford, NJ 08096
856-384-6861

Ms. Theresa Ziegler
1200 N. Delsea Drive
Clayton, NJ 08312
856-307-6654

Procedures for Grant Administration Reporting

1. Describe the methodology that is used to determine how trips are charged to each funding source or grant.

Gloucester County assigns code numbers to each client pertaining to their ability to qualify for transportation services. Code #1 for Disabled Clients, Code #3 for Senior Clients and Code #18 for Rural Clients are placed in the computer next to their name in the client information. DTS is obtaining new routing and scheduling GPS software through Ecolane-North America HQ, 1150 First Avenue/Suite 910, King of Prussia, Pa. 19406. All vehicles will have access to tablets with Global Mapping beginning on 6/1/15. Staff has been working with transfer of present clients, registering new clients through new application. See next page for sample of application.

2. Complete Table 4 and attach all of the policies and procedures that apply as NJT Attachment C. **If Copies of PROCEDURES/POLICIES were submitted with your 2015 Application please only attach copies of new or updated policies.**

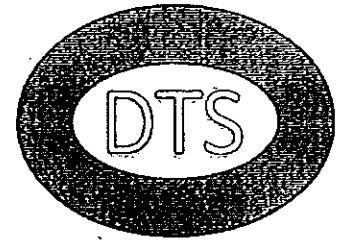
Table 4

PROCEDURES/POLICIES	Date Revised
Driver Manual/Operations Manual	7/2012
Reservation/In-take Policy (RSD procedures/policies)	5/2014
No Show/Denial Policy	6/2011
Fares/Donation Policy	6/2011
Vehicle Maintenance Policy	3/2012
Vehicle Accident Policy – <i>Notice of accident updated 7/11/12</i>	11/2006
3 rd Party Monitoring Policy	11/2011
Route Deviation Policy – <i>Rural Shopping Bus Deviated Schedules will be discussed at the 6/10/15 Public Hearing and are attached.</i>	5/2014
Complaint Policy – <i>Included in Passenger Procedures + Grievance Procedure/Fair Hearing in General Statement sent to new clients.</i>	11/2012
Indirect Cost Allocation Plan	2012
ADA Procedures/Policy* (Should Include Reasonable Modification Policy)	7/2012
Title VI Program* - <i>New Title VI Program being worked on by Acting Coordinator Mark Seigel</i>	11/2012
Other:	
Other:	
Other:	
Other:	

*Required for Section 5311, recommended for SCDRTAP

Gloucester County Division of Transportation Services

REFERRAL/APPLICATION



DATE: _____

Full Name: _____

Last

First

Address: _____

Street Address

City

State

Zip Code

Mailing Address if different from Above: _____

Home Phone: _____

Mobile Phone: _____

Emergency Contact: _____ Emergency Contact Phone: _____

Date of Birth: _____

Last 4 of Social/Veteran ID: _____

Veteran ☐ Yes ☐ No

Gender

☐ Female ☐ Male

Insurance

☐ Medicare ☐ Medicaid ☐ Other

Racial or Ethnic Group

☐ American Indian/Alaskan ☐ Asian/Pacific Islander ☐ Black/African American ☐ Hispanic/Latino ☐ White/Caucasian
☐ Other _____

Mobility Aids

☐ Manual Wheelchair ☐ Electric Wheelchair ☐ Motorized Scooter ☐ Crutches ☐ Cane ☐ Walker

Disability

☐ Mobility Disability ☐ Vision Disability ☐ Hearing Disability ☐ Cognitive Disability ☐ Mental Disability

☐ Oxygen Tank ☐ Service Animal ☐ None ☐ Other _____

Please check off your household income level and number of people in your household.

Income

Household

☐ Under \$11,670

☐ \$11,670 to \$15,730

☐ \$15,730 to \$19,790

☐ \$19,790 to \$23,850

☐ \$23,850 to \$27,910

☐ \$27,910 to \$31,970

☐ \$31,970 to \$36,030

☐ \$36,030 to \$40,090

☐ Above \$40,090

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8



PLEASE COMPLETE BACK SIDE



- b. What is the minimum and maximum amount of time needed to reserve a trip?

Gloucester County residents are able to schedule their appointments with a minimum of three working days' notice and up to 30 working days' notice.

- c. Will you accept a same-day reservation?

Based upon the nature of the request and the availability of drivers, service can occasionally be offered without the minimum notice.

- d. Do you maintain a customer profile? If yes, what information is contained in this profile?

Passenger Profiles are maintained within computer software and include Name, Address, Phone Number, Funding Code(s) and Veteran Status (if applicable). Transit Notes are available to identify various needs of residents. Gloucester County will be instituting new automated computerized scheduling and routing system through Ecolane.

- e. How is customer eligibility verified for SCDRTAP?

Gloucester County requests birth dates when senior residents call to schedule their transportation. A physician note is requested from those residents who require outside transportation due to a disability, either temporary or permanent.

- f. How is a trip identified as Section 5311 eligible?

Residents living in rural municipalities and contiguous municipalities in the southwestern portion of Gloucester County are served by Section 5311 funding. Residents are eligible for Section 5311 transportation if either their home or destination location is considered rural.

Municipalities of Logan Township, Harrison Township, Swedesboro, Greenwich Township, East Greenwich Township, Paulsboro and Mantua Township are pick up locations for the rural shopping bus. DTS has developed new shopping bus schedules for pick-up, hoped to be implemented after review & discussion at the 6-10-15 Public Hearing. In the rural areas served, pick-up for residents can be scheduled at one of the designated stops or, by request, to their rural home location listed on daily schedules; i.e., Mullica Hill, Swedesboro, Beckett Village Center area), Gibbstown, Paulsboro, Mickelton, Clarksboro (Kings Hwy. area), Mt. Royal (Kings Hwy. area),

The Division of Transportation Services also provides a rural shopping bus scheduled for demand response, the second Friday of each month, from the Glassboro area by request (western portion of Gloucester County) to the Deptford Mall. Residents can schedule their desired pick-up location according to 2nd Friday schedule. Schedules are available upon request, have been placed on vehicles for client information and sent to the affected municipalities.

- g. Name the computer routing and scheduling software product currently used for operations.

Warner Software was being used up until June 1, 2015. All staff has been preparing for automated routing and scheduling software through Ecolane in King of Prussia, Pa.

- h. How is the above computer routing and scheduling product used? Please check all that apply.

- ☒ Customer database
☒ Computer assisted routing and scheduling
☒ Generate ridership reports

- i. Describe any other computer technology used for operations. Example: mobile data terminal, global positions systems, AVL, Tablets, IVR, Cameras, Etc.

Mobile Data Terminal, GPS and AVL will be available beginning 6/1/2015 as part of the acquisition of new automated scheduling and routing software system. Cameras for DTS vehicles have been requested through the 2014 Section 5310 grant application.

Americans with Disabilities Act (ADA) Service Requirements

1. Does your program have a way for customers with visual impairments waiting at a stop to know what bus has arrived? Vehicle Identification Mechanisms are required on routes where multiple vehicles serve the same stop, but suggest done at all times as a common passenger courtesy.

☐ Yes ☐ No ☒ N/A

2. Does your program permit individuals with disabilities to travel with their service animals?

☒ Yes ☐ No

3. Lift and Securements

1. Do you have securements for mobility devices on your vehicles?

☒ Yes ☐ No

2. Do you service passengers whose mobility devices cannot be secured to your satisfaction on your vehicles?

☒ Yes, ☐ No

As required by ADA; drivers will secure mobility device as safe as possible.

3. If yes, do allow a passenger to remain in their mobility device without requiring them to transfer to another seat?

☒ Yes, ☐ No

If client can transfer that is preferred; if client does not wish to transfer, the driver will try to secure the mobility device as safe as possible.

4. Does your staff provide assistance with the use of lifts, ramps and securement systems?

☒ Yes ☐ No

5. Do you permit individuals with disabilities who do not use a mobility device the use of a lift or ramp, including standees?

☒ Yes, ☐ No

As required by ADA.

6. Do you allow wheelchair passengers to refuse a lap belt if all other customers are not required to use one?

☒ Yes ☐ No

4. Do you provide service to persons using respirators or portable oxygen?
☒Yes ☐No
5. Do you ensure adequate time for individuals with disabilities to board or disembark a vehicle?
☒Yes ☐No
6. Do you provide training to operators of deviated fixed routes and demand responsive service including training for the safe operating of the vehicles and accessibility equipment and the proper treatment of people with disabilities? Drivers and support staff should have regular sensitivity training in addition to other required driver training.
☒Yes ☐No
7. Do you make reasonable accommodations in policies, practices, or procedures when such accommodations are necessary to avoid discrimination on the basis of disability?
☒Yes ☐No
8. Do you make information about how to contact the agency to make requests for reasonable modifications readily available to the public through the same means it uses to inform the public about its policies and practices?
☒Yes ☐No

Service Area Details and Feeder Service

Complete the following by Grant:

1. List area you propose to serve in this application by grant.

SCDRTAP:

- *The Division of Transportation provides service to residents for all medical appointments within Gloucester County.*
- *Limited transportation through shuttle bus type service is provided for out-of-county appointments, Monday through Thursday, for an approximate appointment time of 11:00 a.m. with return at 1:00 p.m.. See Out-of-County Fact Sheet, next page.*
- *Philadelphia transportation to the main hospitals is also provided Monday through Thursday for morning appointments. This shuttle-type service into Philadelphia is coordinated with Camden County (Camden County provides this service on Tuesday and Wednesday; Gloucester County provides the service on Monday and Thursday). See page following Out-of-County Fact sheet for Philadelphia shuttle schedule*

Section 5311: (Include the specific municipalities served).

Presently Gloucester County Division of Transportation offers fare-free modified fixed route bus service, occasionally deviated by rural resident request, for the purpose of accessing shopping facilities; Change to schedules for on-demand service will be discussed at 2015 Public Hearing. The municipalities serviced are Logan Township, Harrison Township, Swedesboro, Greenwich Township, East Greenwich Township, Paulsboro and Mantua Township. Miscellaneous demand response medical appointments are also scheduled under the Section 5311 Program.

FACT SHEET

OUT OF COUNTY TRANSPORTATION DTS POLICIES & PROCEDURES – EFFECTIVE 07/18/13

ELIGIBLE SERVICE AREAS

- All of Gloucester County, portions of Camden County (areas NOT served in Camden County include: Waterford, Pine Valley, Pine Hill, Chesilhurst, Berlin). The only area served in Winslow Township is Sicklerville.*
- Philadelphia – Hospitals served on a set shuttle bus service. Hospitals in the Center City area and Southwest Philadelphia are on set schedule.
- Salem County – Elmer Hospital area (WEDNESDAY ONLY)
- Service is no longer provided to areas in Burlington County, i.e., Marlton, Medford.

DAYS OF SERVICE

- SERVICE TO OUT-OF-COUNTY FACILITIES PROVIDED MONDAY THROUGH THURSDAY, NO FRIDAY SERVICE.* No Dialysis, Radiation, Chemotherapy or other life sustaining procedure is scheduled out-of-county.

ELIGIBILITY REQUIREMENTS

- All eligible out-of-County transportation requests are subject to receipt of proper documentation stating that similar service is not offered within Gloucester County.
- Transportation to out-of-County facilities is approved only when one or more of the following conditions apply:
 - Specialized service that is not available within Gloucester County
 - No physical therapy is provided out-of-county

FURTHER LIMITATIONS ON OUT-OF-COUNTY TRAVEL

- One round trip, per person per week.
- Philadelphia – two shuttle trips per person, per week.
- Out-of-County appointments are to be made for 11:00am unless physician note states that the doctor is not available at that time, or the medical procedure required cannot be performed within the 11:00am -1:00pm time frame.

**PHILADELPHIA
HOSPITAL
SHUTTLE**



***Shuttle operates Monday through Thursday**

<i>Drop-off Time</i>	<i>Location</i>	<i>Return Time</i>
8:45am	Sen Han Office Bldg, Audubon	1:15pm
9:15am	Hahnemann Hospital	12:15pm
9:25am	Pennsylvania Hosp/Rothman Inst.	12:25pm
9:30am	Wills Eye Hospital	12:30pm
9:35am	Jefferson Hospital	12:35pm
9:55am	Children's Hospital/HUP	12:45pm
10:00am	VA Hospital	1:00pm

**Your scheduler will give you an approximate pick-up time
from your residence and return time to your residence**

****The Monday and Thursday shuttle operator is Gloucester County (856) 686-8350***

****The Tuesday and Wednesday operator is Camden County (856) 456-3344***

Transport Tips: As this service operates on a route basis, it is important for you to plan ahead. Bring a book, a snack or your lunch. All stops are at medical centers with waiting areas, comfortable seating and rest rooms. Some offer snack shops. Passengers are scheduled for 3 hours at each hospital location.

Passengers unable to meet their return shuttle: If you are detained at your doctor's office and will not be able to make the departure time for your stop, you must call your county provider at the number listed above. You may be responsible for your own return depending on availability.

Service Sponsored by the Gloucester County Board of Chosen Freeholders

**Robert M. Damminger
Freeholder Director**

**Jim Jefferson
Freeholder Liaison**

The County of Gloucester complies with all state and federal rules and regulations and does not discriminate on the basis of race, religion, color, national or ethnic origin, sexual orientation, age, marital status or disability in admission to, access to, or operations of its programs, services, or activities. In addition, Gloucester County encourages the participation of people with disabilities in its programs and activities and offers special services to all County residents 60 years of age and older.

Inquiries regarding compliance may be directed to the Office of Education and Disability Services at 856-681-6128/New Jersey Relay Service 711/Toll Free @ 1-800-852-7897 or the EEO office at 856-384-6903

2. Provide a list of relevant common sites and key trip generators, including central business districts, major employment centers, shopping centers, hospitals, social service centers and college/universities, apartment complexes, senior complexes. Indicate those that are in your 5311 service area (5311 recipients are required to submit a map of your 5311 service area).

*Gloucester County is a suburban/rural county that lacks a major urban area. **Detailed Info:***

- **Central Business Districts:** The City of Woodbury, the county seat, serves as a municipality in the northern part of the county with a Central Business District and significant public transportation options. The Borough of Glassboro also has a small Central Business District in the southern part of the County with two (2) NJ Transit bus lines. Although there is no major urban center, many retail locations have begun operating within Gloucester County. Industrial Parks for employment opportunities are located near Route 295 in the southwestern portion of the County (Pureland Industrial Park and Commodore Park). Transportation to the Pureland Industrial Park is provided by South Jersey Transit Authority (SJTA) with two shuttle bus routes for Camden and Gloucester County residents; an existing North to South shuttle route and a new East to West shuttle route with major employment destinations along the way.
- **Shopping Centers/Restaurants:** Gloucester County shopping/restaurant destinations include the Deptford area with the Deptford Mall and various restaurant/retail locations. A two (2) mile stretch along the Black Horse Pike in Washington Township also include various businesses with many restaurant/retail locations. Small town shopping is prevalent in the City of Woodbury and Borough of Pitman.
- **Major Employment Centers/Hospitals:** ➤There are many businesses within the City of Woodbury, along with a majority of county government employees located within its' borders. ➤Gloucester County has two hospitals; Inspira Hospital in Woodbury and Kennedy Memorial Hospital in Turnersville, both with a significant number of employees. ➤Woodbury, Turnersville, Deptford also possess the majority of medical facilities with five (5) dialysis units in Gloucester County; Woodbury, Turnersville, Deptford, Mantua and Swedesboro. ➤In April 2015, Deptford Township had a groundbreaking ceremony for the Nemours DuPont Pediatric specialty hospital with work to begin immediately and a projected completion date of Spring 2016. The facility will encompass 65,000 square-feet and be a portal to practically all of the sources Nemours has to offer. This specialty hospital services many out-of-State children at their current location in the State of Delaware and will offer many employment opportunities within Gloucester County.
- **College/Universities:** Gloucester County has two colleges, Rowan University in Glassboro and Rowan College @ Gloucester County College is located in Sewell, Deptford Township and is served by the Route #463 bus that operates between Woodbury and the Township of Monroe in the southern portion of the County.
- **Social service centers:** reside in the City of Woodbury and in the Washington Township/Turnersville/Sewell area.
- **Senior Complexes:** Bridlewood Senior Housing in Deptford, NJ; Brookhollow in Mickleton, NJ; Carino Park Apartments in Williamstown, NJ; Clayton Mews in Clayton, NJ; Colonial Park Apts. In Woodbury, NJ; Country Walk Development in East Greenwich, NJ; Deptford Park Apts. In Deptford, NJ; Nancy Elkins Apartment Complex in Deptford, NJ; Four Season at Weatherby in Logan Twp., NJ; Harmony House in Gibbstown, NJ; Heritage Woods Senior Housing in Deptford, NJ; Holiday City @ Monroe in Williamstown, NJ; Lakebridge Senior Development in Deptford, NJ; Parke Place Senior Housing and Condos in Washington Twp., NJ; the Reserve @ Riverwinds in West Deptford, NJ; Sheppards Farm, West Deptford, NJ; the Village @ Riverwinds in West Deptford, NJ and Woodbury Mews in Woodbury, NJ.

3. Indicate if the proposed service feeds other services? (check all that apply):

Private bus service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List bus routes _____		
Municipal bus service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List municipalities _____		
County bus service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List bus routes _____		
County paratransit	<input checked="" type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List counties <u>Camden County</u>		
NJ TRANSIT train service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List train line & stations _____		
NJ TRANSIT local fixed route bus	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List route numbers _____		
NJ TRANSIT Light Rail	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List train line & stations _____		
ACCESS LINK paratransit	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311

Service Coordination

All service providers must have in place a Coordinated Human Service Transportation Plan (CHSTP) that has been locally developed. The CHSTP may include the intercity bus needs of seniors, people with disabilities, and low income populations. The FTA encourages the inclusion of intercity transportation in the CHSTP.

Provide the following:

1. Date last updated CHSTP: Deptford, 2013
2. Attach all addendums and/or updates to your CHSTP since 2014.
Attach as NJT Attachment D As a part of the UWR process, a new Pureland East-West shuttle was implemented on June 1, 2015 under a Pascale Sykes project. See Attachment D.
3. Please list CHSTP stakeholder 2016 meetings dates, locations and times.
To Be Determined.

4. List all formal and informal coordination efforts with other agencies, organizations, municipalities and/or counties where no money is involved in Table 5. The description of the service provided should include trip purposes, customer characteristics, days and span of hours. Submit copies of all written agreements as NJT Attachment E.

Table 5

Name of Agency	Description of Service Provided
Camden County Sen Han	Shuttle-type service into Philadelphia for Camden County and Gloucester County residents.

5. List all contracts in which you receive funds from an agency to provide service. Complete Table 6. The description of the service provided should include trip purposes, customer characteristics, days and span of hours. Submit copies of all written agreements as NJT Attachment F.

Table 6

Name of Agency	Contract Term	Unit Cost	Annual Revenue	Description of Service Provided
State of NJ/Dept. of Human Services	1-1-15 to 12-31-15		\$60,733	Transportation Services
Inter-Agency Gloucester County Division of Senior Services: Blind & Visually Impaired	1-1-15 to 12-31-15	\$17.50	\$11,600	Transportation for Blind & Visually Impaired
Inter-Agency Gloucester County Division of Senior Services: Non-Emergency Medical Transportation	1-1-15 to 12-31-15	\$17.50	\$40,940	Non-emergency medical Transportation
Inter-Agency Gloucester County Division of Senior Services: Escorted Transportation	1-1-15 to 12-31-15	\$17.37	\$27,677	Escorted Transportation

Route Deviation

1. If you operate routes that deviate, explain how the trips are documented and complete Table 7.

Fixed route deviation service is available on the DTS rural shopping route only. Different communities in the County are served on different days of the week. Currently there are 6 different established routes. Reservations are now accepted in addition to the scheduled fixed rural route. Route Deviation Policy - In addition to boarding the vehicle at one of the established fixed stops on the established routes, riders can schedule route deviation from the fixed route and be picked up at locations other than the established stops. Route deviation is available for riders who live at locations up to ¾ of a mile off the established route. Riders who are at distances greater than ¾ of a mile off the established route cannot be served. Riders who wish to request route deviation service must call the Gloucester County transportation at 856-686-8350 to request this service the day before they plan to ride the bus or no later than 8:00am the day they wish to ride.

Table 7

Route by Name	Is This Route Funded by SCDRTAP?	Is This Route Funded by 5311?	Annual One-Way Trips	Annual Total # of Times Vehicle Deviates from Route
Monday rural route	N/A	Yes		
1 st & 4 th Tuesday rural route	N/A	Yes		
2 nd Tuesday rural route	N/A	Yes		
3 rd & 5 th Tuesday rural route	N/A	Yes		
Wednesday rural route	N/A	Yes		
2 nd Friday rural route	N/A	Yes		
			Total for all routes	Total for all routes
			4354	2034

2. Is it your policy to announce stops at transfer points, major intersections and destination points, at adequate intervals along a route and an individual stop upon request? This requirement must be noted in driver manual.
☐ Yes ☐ No ☒ N/A
3. Do your vehicles have signage showing route and destination?
☐ Yes ☐ No ☒ N/A
4. Do you permit a customer who uses a lift to disembark from vehicles at any designated stop, unless the lift cannot be deployed, the lift will be damaged if it is deployed, or temporary conditions preclude the safe use of the stop by all customers?
☒ Yes ☐ No
5. Do allow deviation for general public?
☒ Yes ☐ No

2016 Short-Term Program Strategies

List at least three of your current strategies to improve your system in grant year 2016.

- 1. Office staff and drivers will learn and implement the new Ecolane automated computerized scheduling and routing system. Riders should notice very little external change and basic passenger procedures remain the same. Hopefully, this new system will allow Gloucester County DTS to help with more rides overall and improved on-time performance every day.*
- 2. The Pascale Sykes East to West Community shuttle has begun operation on June 1, 2015 with pertinent information located on the Gloucester County website; gloucestercountynj.gov / Human Services / Transportation / Pureland East-West Community Shuttle. This new route to the Pureland Industrial Park involved coordination between United Way, SJTA, Cross County Connection, People for People of Gloucester County and many other Gloucester County Departments (Human Services, Fleet Management and Planning). The bus route begins at the Avandale Park and Ride travels through Gloucester County with major employment destinations along the route.*
- 3. The June 10, 2015 SCDRTAP Annual Public Hearing addressed potential change to the Monday, Tuesday and Wednesday Section 5311 rural routes focusing on a demand response service. The Friday rural route is currently performed as a demand response service; i.e., riders select the pick-up locations they would like to utilize. This would eliminate unnecessary stops at scheduled destinations with no riders.*

SECTION III – BUDGET

Program Budgets

Complete attached Excel spreadsheets for your grant year 2014 Expenditure and grant year 2016 projected budgets. You must submit these sheets in Excel format in addition to your application. See following pages.

Alternative Revenue Total Collected for Calendar Year 2014

1. Is a fare charged to use your 5311 service?
☐Yes ☒No
2. Is a fare charged to use your SCDRTAP service?
☐Yes ☒No
3. Is there a donation policy to use your 5311 service?
☒Yes ☐No
4. Is there a donation policy to use your SCDRTAP service?
☒Yes ☐No
5. Are funds from donations and fares placed in an account for transportation?
☒Yes ☐No
If no, explain.

6. Explain how donations/fares are collected.

Donation envelopes are provided to riders. Riders are asked to send donations to our office in the mail using the donation envelopes. With the rising cost of postage, many clients choose to hand donation envelopes to DTS drivers who bring in to office.

7. Complete Table 8 with all dollar amounts earned through alternative revenue sources.

Table 8

Alternative Revenue	Revenue Collected in 2014	Revenue Projected for 2016
Fares / SCDRTAP	N/A	N/A
Fares / 5311	N/A	N/A
Donations / SCDRTAP	\$2,070	\$2,000
Donations / 5311	\$10	\$20
Advertising	N/A	N/A
Medicaid (Logisticare)	N/A	N/A
Revenue Contracts	N/A	N/A

Indirect Administrative Costs

1. By grant, do you charge indirect cost to either SCDRTAP or 5311?
If yes, attach your approved Indirect Cost Plan as NJT Attachment G.

SCDRTAP

☒ Yes

☐ No

5311

☐ Yes

☒ No

What federal agency has approved your indirect cost plan for 5311?

2. Has the applicant made a change in its accounting system and/or cost rate proposed methodology, thereby affecting the previously approved cost allocation plan/indirect cost rate and its basis of application?
- ☐ Yes ☒ No

Third Party Contracting

1. Current Third Party Contracting

Please list all transit-related third party purchases and contracts that were funded (i.e., transportation services, computer routing/scheduling or services, dispatching, auditing, drug and alcohol testing, legal, and marketing, vehicles, maintenance) to a third party.

Table 9 – SCDRTAP 2015

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
Courier Post	Paid with SCDRTAP grant		120.00	Legal Advertisement of SCDRTAP Public Hearing
Penn Jersey Advance Central for SJ Media	Paid under county budget		102.17	Legal Advertisement of Public Hearing for SCDRTAP/rural route change
Rolling Repairs	Paid under county budget	\$75.00 hr		Maintenance for wheelchair vehicles

No outside services are purchased with Section 5311 funding

Table 10 – 5311 July 2014- June 2015

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased

2. Proposed Third Party Contracting

Please list all transit-related third party proposed purchase and contracts that will be funded (i.e., transportation services, computer routing/scheduling or services, dispatching, auditing, drug and alcohol testing, legal, marketing, vehicles, maintenance) to a third party.

Table 11– SCDRTAP January 1, 2016- December 31, 2016

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased
Ecolane Routing & Scheduling	6/2015 forward		Paid under county budget	Routing & Scheduling software – County funded
Ambassador Drug & Alcohol	Testing done through Human Resources			County funded
Courier Post	Paid under SCDRTAP grant		120.00	Legal Advertisement of SCDRTAP Public Hearing
Penn Jersey Advance Central for SJ Media	Paid under county budget		102.17	Legal Advertisement of Public Hearing for SCDRTAP/rural route change

No outside services are paid with Section 5311 funding

Table 12 – Section 5311* July 1, 2015 -December 31, 2016

Name of Agency	Contract Term	Unit Cost	Annual Cost	Description of Service Purchased

*All procurements over \$1,000 require prior approval of NJ TRANSIT, this includes service and capital procurements. Section 5311 third party contracts must include applicable federal clauses. All vendors with multiyear contracts under FTA programs must sign the Lobbying Certifications, and NJT Vendor Ethics form yearly.

SECTION IV – PROJECT EQUIPMENT

Vehicle Inventory

See NJT Attachment H

Attach a current inventory list of all vehicles in fleet using excel spreadsheet that was provided. If possible, inventory should be sorted by oldest model year listed first.
Attach as NJT Attachment H (Use provided Excel spreadsheet)

The inventory includes:

- A. License plate number
- B. VIN
- C. Mileage
- D. Year of Purchase
- E. Funding Source
- F. Vehicle Manufacturer – (engine manufacturer) - Ford, International, Chevy, etc.
- G. Vehicle Body – when a chassis or body is altered by another manufacturer (such as Blue Bird, Champion), the company completing the alteration is considered the body manufacturer.
- H. Vehicle Model – the manufacturer's model name and/or number.
- I. Vehicle Type
 - Bus 40 ft. – large transit bus
 - Bus 35 ft. – medium transit bus
 - Bus < 30 ft. – small transit bus, 18-24 passenger
 - Bus < 30 ft. – minibus (158" WB)
 - Bus < 30 ft. – extended minibus (176" WB)
 - Sedan/station wagons – Sedan/wagons
 - Accessible minivan
- J. Vehicle Cost
- K. Grant Year
- L. Location
- M. Use and condition
- N. In-service Date
- O. Projected Retirement Date – *All counties should have a vehicle replacement plan*
- P. Proposed Disposition Action (Auctioned; Active; Competitive Sale Process, Transferred, Returned to NJ TRANSIT)
- Q. Fuel – DF (Diesel); GA (Gas); AF (Alternative Fuel)
- R. Floor Plan – Please include # seats; # foldaway; foldaway type; # securements. (For example: If you have a vehicle that can seat 14 and has a floor plan that seats 12 ambulatory, has one double foldaway seat that seats an additional two and one securement position up you would provide information as follows:)
 - # of seats: 12
 - # of Foldaway: 1
 - Foldaway: (seats one or two) 2
 - # of securements: 1
- S. Accessible – LF (low floor); LE (lift-equipped); NA (not accessible)
- T. Other-fill in description

Non-Vehicle Inventory

FTA funded non-vehicle inventory, for those subrecipients who have used 5311 funds to purchase non-vehicle items. Attach as NJT Attachment I (Use provided Excel spreadsheet).

Inventory/Asset Name	Serial Number	Funding Source	Grant Year	Date of Purchase	Original Purchase Price	Maintenance Plan Required for Items over \$5,000.00*	Date Useful Life will be met
----------------------	---------------	----------------	------------	------------------	-------------------------	--	------------------------------

All items purchased with FTA funding must be tagged with grant year, funding source and date of purchase.
NOT APPLICABLE

Capital Disposal 2014

- Did the applicant dispose of any vehicles and/or equipment purchased with SCDRTAP funds in calendar year 2014?

☐ Yes ☒ No

If yes, were any vehicles and/or equipment removed from service before the end of useful life?

☐ Yes* ☐ No

*If yes, complete the Table 13 below

- Did the applicant dispose of any vehicles and/or equipment purchased with Section 5311 funds between the period of July 1, 2013 through June 30, 2014?

☐ Yes ☒ No

If yes, were any vehicles and/or equipment removed from service before the end of useful life?

☐ Yes* ☐ No

*If yes, complete the Table 13 below

Table 13

Description of Disposed Equipment	Grant Used to Purchase Equipment		Was NJ TRANSIT notified?		Date of Notification	Amount Received if Auction or Sold	Was Supporting Documentation Submitted?		Appraised Value if Vehicle was removed prior to useful life	Name of Appraiser
	SCDRTAP	5311	Yes	No			Yes	No*		

Non-Vehicle Inventory

FTA funded non-vehicle inventory, for those subrecipients who have used 5311 funds to purchase non-vehicle items. Attach as NJT Attachment I (Use provided Excel spreadsheet).

Inventory/Asset Name	Serial Number	Funding Source	Grant Year	Date of Purchase	Original Purchase Price	Maintenance Plan Required for Items over \$5,000.00*	Date Useful Life will be met
----------------------	---------------	----------------	------------	------------------	-------------------------	--	------------------------------

All items purchased with FTA funding must be tagged with grant year, funding source and date of purchase. NOT APPLICABLE

Capital Disposal 2014

1. Did the applicant dispose of any vehicles and/or equipment purchased with SCDRTAP funds in calendar year 2014?

☐ Yes ☒ No

If yes, were any vehicles and/or equipment removed from service before the end of useful life?

☐ Yes* ☐ No

*If yes, complete the Table 13 below

2. Did the applicant dispose of any vehicles and/or equipment purchased with Section 5311 funds between the period of July 1, 2013 through June 30, 2014?

☐ Yes ☒ No

If yes, were any vehicles and/or equipment removed from service before the end of useful life?

☐ Yes* ☐ No

*If yes, complete the Table 13 below

Table 13

Description of Disposed Equipment	Grant Used to Purchase Equipment		Was NJ TRANSIT notified?		Date of Notification	Amount Received if Auction or Sold	Was Supporting Documentation Submitted?		Appraised Value if Vehicle was removed prior to useful life	Name of Appraiser
	SCDRTAP	5311	Yes	No			Yes	No*		

SECTION V - PUBLIC OUTREACH

Public Outreach Activities

1. Describe special events, presentations, conferences, articles, news coverage, reports or any other forms of media and if applicable, a copy of that coverage the County intends on participating in 2016. Include recent surveys and survey results.

Special events attended are listed below:

- *On March 17, 2015 keys to two new 22 passenger buses were presented to the Borough of Clayton and the Township of Deptford under the County's Capital Transit Investment Plan (CTIP). This program was instituted by the Gloucester County Board of Chosen Freeholders in 1992 to assist municipalities with their purchase of new buses.*
- *On April 21, 22 and 23, The Annual TransAction Conference was attended by Human Services Director Lisa Cerny, Acting Coordinator Mark Seigel and Supervising Omnibus Operator Karen Allen. Karen Allen also attended Supervisory Training and Workshops that were available at the conference.*
- *On May 6, 2015, participation in the Public Hearing for the Older Americans Act Title III Area Plan Contract for Gloucester County.*
- *On May 12, 2015 a representative for the Division of Transportation attended Gloucester County's Senior Health & Fitness Fair to inform residents, senior and disabled of services available to them.*
- *Attendance by Acting Coordinator/Supervising Omnibus Operator at regular COST Association meetings to stay current with statewide issues affecting local citizens and leaders in Gloucester County.*
- *The Annual Public Hearing was held on June 10, 2015 at Gloucester County College in Sewell, NJ. Time is provided for Question & Answer session and complaints and/or compliments.*

2. Provide a list of locations of where transportation marketing materials are distributed in the service area, how often are they distributed?

DTS produces new brochures on an annual basis. Brochures are sent to new clients, placed in senior citizen housing locations, doctor's offices and mailed to municipal officials. DTS relies heavily on printed material being made available to relevant agencies and interested groups throughout Gloucester County. An informational packet is sent to new customers and include a courtesy letter, transportation application, Annual County Holiday Schedule, General Statement about our service, Out-of-County Fact Sheet and telephone information for complaints or compliments.

3. In planning public transportation services, private sector providers must be given an opportunity to express their views. How does the subrecipient allow for input on services from private operators in the service area?

Gloucester County residents and local agencies may make formal comment each year at the Annual Public Hearing which is conducted at Rowan College at Gloucester County College. This annual hearing is advertised within two newspapers a month in advance, seat notices are placed on vehicles for current riders, public notice is also mailed to interested individuals and agencies.

Marketing Materials

1. Attach SCDRTAP and Section 5311 marketing materials. (i.e., system brochure, timetables, cable TV ads, advertising, mailings, newspaper articles and copies of website). Attach as NJT Attachment J
2. Do you make service information available in accessible format upon request?
☒ Yes ☐ No

Public Hearing and Notification (only required for SCDRTAP funding)

Attach all documents as NJT Attachments K1-K7

1. The notice should include the location, when and where the application will be available for public review. The notice must be advertised in two different newspapers at least 30 days prior to the public hearing dates. Submit notarized copies of both public notices with application as NJT Attachment K1.
2. The Public Hearing Notice must be sent to all Municipal Clerks. The Public Hearing Notice must also be sent to county organizations, agencies, and associations that serve senior citizens and people with disabilities. Submit a list of organizations that the letter was sent to as NJT Attachment K2.
3. A large print of the Public Hearing Notice must be posted on all system vehicles. Notice must be posted on all vehicles at least 30 days prior to the public hearing and left on the vehicles until the date of the hearing. Submit a sample of the vehicle notice as NJT Attachment K3.

Prior and After Public Hearing Date:

1. One copy of the 2016 entire application must be placed in the Main Branch of the County Library for public review (at least 14 days after the public hearing date). Include in the exhibit the name of the Branch, address and date copy was placed in Library as NJT Attachment K4.
2. An electronic copy of the 2016 application must be placed on the county website for public review (at least 14 days after the public hearing date). Attach a screen shot of the county website with the link to the electronic application as NJT Attachment K5.
3. The County must meet with their local CAC to review the proposed service activities and budget for 2016. Their input and feedback should be considered in the planning process for this application. Please indicate in the date of this CAC meeting and include copy of meeting minute notes showing application was reviewed with CAC members as NJT Attachment K6.
4. Copies of the 2016 application including a summary of proposed activities and proposed budget must be available for public review at the public hearing. The applicant must read into the record the proposed services and budgets for 2016.
5. Complete public hearing transcripts must be submitted. The transcripts can be submitted after the application's filing deadline as NJT Attachment K7.

SECTION VI - ADDENDUMS

SCDRTAP Maintenance of Effort (MOE) Certification

Excerpt from Guidelines, Description and certification of Maintenance of Effort (MOE)

(a) The purpose of the Senior Citizen and Disabled Resident Transportation Assistance Program is to provide for additional or expanded transportation services to senior citizens and disabled residents. Therefore designated recipients must maintain the same level of funding for senior citizen and transportation services as prior years.

(b) In order to comply with this Maintenance of Effort (MOE) requirement, the application must contain senior citizen and disabled resident transportation non-capital expense data from the past two years prior to the implementation of the Senior Citizen and Disabled Resident Transportation Assistance Program. This data should include non-capital expenditures of the designated recipient and/or applicant and any other agency, group, or groups, which will participate in the coordinated transportation program. Data from groups joining the coordinated system since the implementation of the Senior Citizen and Disabled Resident Transportation Assistance Program must be added to the original year period immediately preceding their joining the coordinated system

Actual Maintenance of Effort for 2014	\$686,780
---------------------------------------	-----------

Proposed Maintenance of Effort for 2016	\$769,179
---	-----------

If the MOE for 2016 has increased/decreased, please explain below: *Increased due to a decrease in grant funds.*

Sample of Required SCDRTAP Application Cover Letter

Attach as NJT Attachment L

Date

See NJT Attachment L

Steve Fittante, Director
NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Mr. Fittante:

The (Name of County) is hereby applying for funds under Senior Citizens & Disabled Residents Transportation Assistance Program (SCDRTAP). The approval of this grant will enable transportation services to be available to the senior citizens and disabled residents in our County. (Name of County) is requesting \$_____ for 2016. The scheduled public hearing date is _____. The application will be available at the following locations_____ as of the following date _____.

To my knowledge, all information provided in support of this application is true and correct. If you have questions or require additional information, please contact (Name and Title of Principal Organization Contact) at (Phone Number).

As the Applicant, the (Name of County) agrees to comply with all regulations and administrative guidance required for application to the Senior Citizens and Disabled Resident Transportation Assistance Program for the program year 2016. The Applicant affirms the truthfulness and accuracy of the information it has made in the statements submitted herein and any other submission made to NJ TRANSIT. In signing this document, I declare the foregoing information and any other statement made on behalf of the Applicant are true and correct.

Sincerely,

(Signature of Authorized Representative of Applicant)

Print Name

Title of Authorized Representative of Applicant

SCDRTAP Applicant Authorizing and Supporting Resolution

Sample Text for Authorizing Resolution. Attach as NJT Attachment M.

Resolution authorizing the filing of an application to NJ TRANSIT on behalf of (Subrecipient) for a grant under the Senior Citizen and Disabled Resident Transportation Assistance Act, as amended.

WHEREAS, in 1984 the governor of New Jersey signed into law legislation creating the "Senior Citizen and Disabled Resident Transportation Assistance Act;" and,

WHEREAS, under this law Casino Tax Revenues may be utilized for the provision of elderly (60+) and disabled transportation; and,

WHEREAS, the county of (Name of County) must submit an application to NJ Transit Corporation to obtain funding in amount of \$_____ for period covering January 1, 2016 to December 31, 2016;

NOW, THEREFORE, BE IT RESOLVED BY (Name of Governing Body)

1. (Title of Subrecipient's Designated Official) shall forward one (1) original application together with one (1) certified copy of this resolution to:

NJ TRANSIT
Local Programs & Minibus Support
One Penn Plaza East- 4th Floor
Newark, NJ 07105-2246; and,

2. BE IT FURTHER RESOLVED, that the (Name of Subrecipient's Designated Official) is hereby authorized to execute the necessary contractual agreements on behalf of the county of (Name of County).

See NJT Attachment N

SECTION VII – 5311 ADDITIONAL ITEMS

The following are only required by Section 5311 Applicants

Opinion of Counsel Letter

Sample Opinion of Counsel-Attach as NJT Attachment N

(Date)

(Name of Applicant)

(Address of Applicant)

To Whom It May Concern:

This communication will serve as the requisite opinion of counsel to be filed with NJ TRANSIT in connection with the application of Name of Applicant for financial assistance pursuant to the provisions of Section 5311 of the Federal Transit Act, as amended for administration, capital, and operating assistance project(s). The legal authority for Name of Applicant's ability to carry out administration, capital and/or operating assistance projects directly, by lease, contract, or otherwise is set forth below:

Name of Applicant is authorized to provide and assist public transportation by acquisition, construction and operation of existing or additional transit facilities. This assistance may be provided directly or by agreements with other parties.

The authority of Name of Applicant to provide funds for the local share of the project is set forth in (cite source and provide a copy of, for example, of the local ordinance passed by County Board of Chosen Freeholders or other governing body authorizing funding for the local share, if applicable).

I have reviewed the pertinent Federal State and local laws, and I am of the opinion that there is no legal impediment to making application for Section 5311 assistance. Furthermore, as a result of my examination, I find that there is no pending or threatened litigation or other action, which might in any way adversely affect the proposed project in the program or the ability of Name of Applicant to carry out such projects in the program.

Sincerely,

Legal Counsel



ADA Certification of Equivalent Service

BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damminger

FREEHOLDER LIAISON
Jim Jefferson



DEPARTMENT OF HUMAN
SERVICES

DIVISION OF
TRANSPORTATION
SERVICES

DIRECTOR
Lisa Cerny

ACTING COORDINATOR
Mark Seigel

115 Budd Blvd.
West Deptford, NJ 08096

Phone 856.686.8355
Fax 856.686.8361

www.co.gloucester.nj.us

New Jersey Relay Service - 711
Or Toll Free @ 1.800.852.7897

The **(County of Gloucester)** certifies that its demand responsive/ Route Deviation service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- (1) Response time;
- (2) Fares;
- (3) Geographic service area;
- (4) Hours and days of service;
- (5) Restrictions on trip purpose;
- (6) Availability of information and reservation capability; and
- (7) Constraints on capacity or service availability.

In accordance with 49 CFR 37.77, public entities operating demand responsive/ Route Deviation systems for the general public which receive financial assistance under 49 U.S.C. 5311 or 5307 must file this certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving FTA funds shall also file the certification with the appropriate state program office. Such public entities receiving FTA funds under any other section of the FT Act must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing.

Robert M. Damminger

Freeholder Director

(Signature)

Date: _____

DISCLOSURE OF LOBBYING ACTIVITIES (LLL Form)

Complete form to disclose lobbying activities pursuant to 31 U.S.C. 1352. Attach as NJT Attachment O.

☐ N/A – My agency does not engage in any lobbying activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See next page for public burden disclosure)

32

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency.) Include prefixes, e.g. "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. A) Enter the full name, address, city, state and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

B) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter last name, first name and middle initial (MI).
11. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-10046), Washington, DC 20503.

LOBBYING CERTIFICATION

(Required)(An authorized representative of the applicant must sign and submit this certification.)

The undersigned applicant certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriate funds have been paid or will be paid to any person for making lobbying contracts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure form to Report Lobbying," in Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et. seq.)
- (3) The undersigned shall require that the language of this certification be included in the award documents or all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Applicant County of Gloucester certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801, et seq., apply to this certification and disclosure, if any.

Signature of Applicant's Authorized Representative: 

Print Name of Applicant's Authorized Representative: Robert M. Damminger

Title of Applicant's Authorized Representative: Freeholder Director

Date 1/31/15

For those counties who subcontract out their services please have your vendors sign off on the required lobbying certifications. This must be done yearly as per the FTA, send the signed vendor certification to your Regional Program Administrator.)

(For those counties who subcontract out their services please have your vendors sign off on the required lobbying certifications. This is collected during annual Certifications and Assurances mailing.)

Civil Rights

Equal Employment Opportunity (EEO)

An EEO program is required if an applicant in previous Federal fiscal year (only FTA funds) - received in excess of \$1 million or planning assistance in excess of \$250,000 and has 50 or more mass transit related employees.

For the period July 1, 2015 through December 31, 2016, answer the following:

1. Is the applicant required to have an EEO Program?

☒ Yes ☐ No

- a. If yes, does the applicant have an approved program in place?

☒ Yes ☐ No

- b. If no required program is in place, provide estimated date of completion.

Date:

2. Were any complaints received between the period July 1, 2014 and June 30, 2015?

☐ Yes ☒ No

If yes, summarize complaints, any informal or formal EEO complaints (only from transit related employees) received, and describe how these complaints were addressed or resolved.

ADA

Did applicant make reasonable accommodations for employees and/or passengers with disabilities during the past year in accordance with Title III of the ADA?

☒ Yes ☐ No

If yes, explain.

The Division of Transportation transports disabled clients and employees alike to their scheduled destinations and are very sensitive to the needs of these individuals. Extra consideration is extended to these disabled riders.

Title VI

Does your agency have a current approved Title VI program submitted to NJ TRANSIT?

☒ Yes ☐ No

Has your agency received any complaints, investigations or lawsuits alleging discrimination in the delivery of transportation service within the last three years?

☐ Yes ☒ No

The Division of Transportation has had no complaints or lawsuits alleging discrimination in the delivery of transportation services.

If yes, provide a description of the allegation and the current status and/or outcome.

Has any federal entity conducted a Title VI compliance review of your agency within the last three years?

☐ Yes ☒ No

If yes, provide the following:

- Purpose/Reason for Review
- Name of the Agency that Performed the Review
- Summary of Findings/Recommendations
- Status and/or Disposition

Do you have any pending grant applications to other federal agencies (besides FTA)?

☐ Yes ☒ No

If yes, provide a brief description of pending applications to other federal agencies.

Has your agency had a finding of noncompliance by any other federal agency?

☐ Yes ☒ No

5311 Budget Request FTA Non-Urbanized Area Formula Program (Section 5311)

**July 1, 2015 - Dec 31, 2015
Project Budget Request (include Match)**

Operating	Budget Request
Total Operating	96,082
(-Fares)	
(-Donation)	
Total Operating Deficit	
Administrative	Budget Request
Total Administrative	
Capital	Budget Request
Total Capital	
GRAND TOTAL	

**January 1, 2016 - Dec 31, 2016
Project Budget Request (include Match)**

Operating	Budget Request
Total Operating	192,164
(-Fares)	
(-Donation)	
Total Operating Deficit	
Administrative	Budget Request
Total Administrative	
Capital	Budget Request
Total Capital	
GRAND TOTAL	288,246

Rolling Stock

Only fill Table 17 if you are purchasing rolling stock under the 5311 grant.

NOT APPLICABLE

If you are applying for rolling stock your Section 5311 contract will be reduced for the cost of the vehicle (s). NJ TRANSIT purchases all rolling stock on behalf of our FTA subrecipients. In addition there is a required local match of 10% for capital purchases. The subrecipient is given a choice at time of vehicle purchase to pay the 10% local match either by: 1) being invoiced by NJ TRANSIT for the 10% match or 2) if subrecipient receives SCDRTAP funds we will reduce by budget modification your SCDRTAP contract at time of purchase by an amount equal to the 10% cost of vehicle.

Table 17

	Budget Grant Approval (Shows current fleet numbers)	Amount of Change (Shows additions to fleet if expansion)	After Grant Approval (Shows final fleet total after grant is relieved)
I. Active Fleet			
A. Peak Requirement			
B. Spares			
C. Total(A+B)			
D. Spare Ratio(B/A)			
II. Inactive Fleet			
A. Contingency Reserve			
B. Pending Disposal			
C. Total (A+B)			
III. Total Fleet			
(IC + IC)			

Fleet Replacement

If Section 5311 vehicle is being purchased is for replacement fill in this section, regardless of funding source.

Make/Model:

Year of Manufacture:

Vehicle I.D. Number (VIN):

Month/Year Placed in Revenue Service:

Accumulated Revenue Miles:

Estimated Month/Year to be Taken Out of Revenue Service:

Condition:

Original Grant Purchased Under:

Capital Public Notice Requirement

NOT APPLICABLE

As per the FTA there must be an opportunity for public review and comment for all FTA funded capital projects. To comply with this requirement all Section 5311 subrecipients awarded a capital project (vehicle, mobility management project and/or other capital equipment) must do a public notice in a newspaper soliciting public comment. A public hearing is only required if the capital project has a significant economic, social or environmental impact in the community.

PUBLIC NOTICE

Notice is hereby given that _____ has made application to
Agency Name

NJ TRANSIT for _____ to assist in providing
How many and what type of vehicles

transportation to general public in rural areas of _____, New Jersey. This project
List areas utilizing vehicle(s)

will be partially funded with FTA S5311 funds under a grant submitted to the Federal Transit Administration.

Any interested party who has a significant, social, economic or environmental interest is invited to provide comments within 30 days to:

(Name of Subrecipient)
(Address)

PLEASE NOTE:

When returning application, please include: Original notarized copies of Public Notices that actually appeared in the newspaper on two separate days. (Raised seal not required as long as the newspapers provide a certification and proof of publication.) Attach as NJT Attachment Q.

Financial Management Systems

1. Does the applicant have fiscal control and accounting procedures sufficient to do the following:
 - a. Permit the preparation of reports necessary to comply with program and statutory requirements.
☒Yes ☐No
 - b. Permit the tracking of funds to ensure that funds have not been used in violations of restrictions and prohibitions applicable to program.
☒Yes ☐No
2. Please describe accounting system used – include name of system.
Edmunds & Associates
3. Do you keep separate accounting records for this project?
☒Yes ☐No

Suspension and Debarment

It is the Section 5311 subrecipient's responsibility to ensure that none of their third party contractors are debarred, suspended, ineligible or voluntarily excluded from participation in FTA funded projects.

Not Applicable – No third party contracts under Section 5311

Has the required suspension/debarment clause been included in bid specs (services or capital) and the final contract for all third party contracts over \$25,000 utilizing FTA Section 5311 funds? (For bid specs and contracts covering 2014-2015 contract year)
☐Yes ☐No

Prior to entering into third party contracts over \$25,000 (services or capital) must review the website System for Awards Management (SAM) at www.sam.gov. The new website sam.gov provides a more detailed profile of the vendor including disbarment, DUNS number and federal debt then previous excluded party listing system website. (Subrecipient should print screen which would show date website was checked and verify whether vendor was NOT debarred or suspended from participating in federally funded contracts.)

Did subrecipient check the Systems for Awards Management prior to entering into contract with vendor during 2014-2015?
☐Yes ☐No

Local In-Kind Match and Match Source

Do you plan on using an in-kind match for 2015-2016?

☒ Yes

☐ No

*If yes, what is the total amount and source(s)?

Total Amount \$72,061.50

Source(s): In-Kind Fringe Benefits

*Documentation must be submitted by applicants who indicated they would be providing an in-kind match in period July 1, 2015 through December 31, 2016.

Provide breakdown of proposed match dollars for 2015-2016 contract years in Table 18.

Table 18

Funding Match Source	Match Amount
Local Funds: (list)	72,061.50
State Funds: (list) (i.e. Human Service funding)	72,061.50
Revenue Contracts (list) (i.e. vehicle advertising contracts list indicate revenue source/contracts used as match)	
SCDRTAP funding	
In-Kind (list)	
Other specify	

Special Section 5333(b)

The attached Special Warranty and the procedures incorporated therein represent the understandings of the Department of Labor and the Department of Transportation with respect to the formula Grant Program for Areas Other Than Urbanized Areas (C.F.R. U.S.C. Section 5311)

The Department of Transportation will make this Special Warranty a part of the contract of assistance between the U. S. Department of Transportation and each state agency designated to receive and administer funds under Section 5311 of the Urban Mass Transportation Act of 1964, as amended.

The Secretary of Labor has found that the terms and conditions of the Special Warranty meet the requirements of Section 5333(b) of the Urban Mass Transportation Act of 1964, as amended. Accordingly, the Secretary of Labor hereby makes the certification that inclusion of these terms and conditions in formula grant contract for small urban and rural program grants meets the requirements of Section 5311 of the Urban Mass Transportation Act of 1964, as amended.

A. General Application

The Public Body (A) agrees that, in the absence of waiver by the Department of Labor, the terms and conditions of this warranty, as set forth below, shall apply for the protection of the transportation related employees of any employer providing transportation services assisted by the Project (Recipient), and the transportation related employees of any other surface public transportation providers in the transportation service area of the project.

The Public Body shall provide to the Department of Labor and maintain at all times during the Project an accurate, up-to-date listing of all existing transportation providers which are eligible Recipients of transportation assistance funded by the Project, in the transportation service area of the Project, and any labor organizations representing the employees of such providers.

Certification by the Public Body to the Department of Labor that the designated Recipients have indicated in writing acceptance of the terms and conditions of the warranty arrangement will be sufficient to permit the flow of Section 5311 funding in the absence of a finding of non-compliance by the Department of Labor.

B. Standard Terms and Conditions

The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient and any other legally responsible party designated by the Public Body to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interest of affected employees. The term a Project, as used herein, shall not be limited to the particular facility, service, or operation assisted by Federal funds, but shall include any changes, whether organizational, operational, technological, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement.

An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his position with regard to his employment as a result of the Project, but who is dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project, discontinuance of Project services, or exhaustion of Project funding shall not be deemed eligible for a dismissal or

displacement allowance within the meaning of paragraphs (6) and (7) of the Model agreement or applicable provisions of substitute comparable arrangements.

- (a) Where employees of a Recipient are represented for collective bargaining purposes, all Project services provided by that Recipient shall be provided under an in accordance with any collective bargaining agreement applicable to such employees which is then in effect.
- (b) The Recipient or legally responsible party shall provide to all affected employees sixty (60) days notice of intended actions which may result in displacements or dismissal or rearrangements of the working forces. In the case of employees represent by a union, such notice shall be provided by certified mail through their representatives. The notice shall contain a full and adequate statement of the proposed changes, and an estimate of the number of employees affected by the intended changes, and the number and classifications of any jobs in the Recipient=s employment available to be filled by such affected employees
- (c) The procedures of this subparagraph shall apply to cases where notices involve employees represented by a union for collective bargaining purposes. At the request of either the Recipient or the representatives of such employees' negotiations for the purposes of reaching agreement with respect to the application of the terms and conditions of this arrangement shall commence immediately. If no agreement is reached within twenty (20) days from the commencement of negotiations, any party to the dispute may submit the paragraph (4) of this warranty. The foregoing procedures shall be complied with and carried out prior to the institution of the intended action.

For the purpose of providing the statutory required protections including those specifically mandated by Section 5333(b) of the Act, the Public Body will assure as a condition of the release of funds that the Recipient agrees to be bound by the terms and conditions of the National (Model) Section 5333(b) Agreement executed July 23, 1975, identified below², provided that other comparable agreements may be substituted therefore, if approved by the Secretary of Labor and certified for inclusion in these conditions.

Any dispute or controversy arising regarding the application, interpretation, or enforcement of any of the provisions of this arrangement which cannot be settled by and between the parties at interest within thirty (3) days after the dispute or controversy first arises, may be referred by any such party to any final and binding disputes settlement procedure acceptable to the parties, or in the event they cannot agree upon such procedure, to the Department of Labor or an impartial third party designated by the Department of Labor for final and binding determination. The compensation and expenses of the impartial third party, and any other jointly incurred expenses shall be borne equally by the parties to the proceeding and all other expenses shall be paid by the party incurring them.

In the event of any dispute as to whether or not a particular employee was affected by the Project, it shall be his obligation to identify the Project and specify the pertinent facts of the Project relied upon. It shall then be the burden of either the Recipient or other party legally responsible for the application of these conditions to prove that factors other than the Project affected the employees. The claiming employee shall prevail if it is established that the Project had an effect upon the employee even if other factors may also have affected the employee.

The Recipient or other legally responsible party designated by the Public Body will be financially responsible for the application of these conditions and will make the necessary arrangements so that any employee covered by these arrangements, or the union representative of such employee, may file claim of violation of these arrangements with the Recipient within sixty (60) days of the date he is terminated or laid off as a result of the Project, or within eighteen (5311) months of the date his position with respect to his employment is otherwise worsened as a result of the Project. In the latter case, if the events giving rise to the claim have occurred over an extended period, the 18-month limitation shall be measured from the last such event. No benefits shall be payable for any period prior to six (6) months from the date of the filing of any claim.

Nothing in this arrangement shall be construed as depriving any employee of any rights or benefits

which such employee may have under existing employment or collective bargaining agreements, nor shall this arrangement be deemed a waiver of any rights of any union or of any represented employee derived from any other agreement or provision of federal, state or local law.

In the event any employee covered by these arrangements is terminated or laid off as a result of the Project, he shall be granted priority of employment or reemployment to fill any vacant position within the control of the Recipient for which he is, or by training or retraining within a reasonable period can become qualified. In the event training or retraining is required by such employment or reemployment, the Recipient or other legally responsible party designated by the Public Body shall provide, or provide for, such training or retraining at no cost to the employee.

The Recipient will post, in a prominent and accessible place, a notice stating that the Recipient has received federal assistance under the Urban Mass Transportation Act and has agreed to comply with the provisions of Section 5333(b) of the Act. This notice shall also specify the terms and conditions set forth herein for the protection of employees. The Recipient shall maintain and keep on file all relevant books and records in sufficient details as to provide the basic information necessary to the proper application, administration, and enforcement of these arrangements and to the proper determination of any claims arising thereunder.

Any labor organization which is the collective bargaining representative of employees covered by these arrangements, may become a party to these arrangements by serving written notice of its desire to do so upon the Recipient and the Department of Labor. In the event of any disagreement that such labor organization represents covered employees, or is otherwise eligible to become a party to these arrangements, as applied to the Project, the dispute as to whether such organization shall participate shall be determined by the Secretary of Labor.

In the event the Project is approved for assistance under the Act, the foregoing terms and conditions shall be made part of the contract of assistance between the federal government and the Public Body or Recipient of federal funds; provided, however, that this arrangement shall not merge into the contract of assistance, but shall be independently binding and enforceable by and upon the parties thereto, and by any covered employee or his representative, in accordance with its terms, nor shall any other employee protective agreement merge into this arrangement, but each shall be independently binding and enforceable by and upon the parties thereto, in accordance with its terms.

C. Waiver

As a part of the grant approval process, either the recipient or other legally responsible party designated by the Public Body may in writing seek from the Secretary of Labor a waiver of the statutory required protections. The Secretary will waive these protections in cases, where at the time of the requested waivers, the Secretary determines that there are no employees of the Recipient or of any other surface public transportation providers in the transportation services area who could be potentially affected by the Project. A 30-day notice of proposed waiver will be given by the Department of Labor and in the absence of timely objection; the waiver will become final at the end of the 30-day notice period. In the event of timely objection, the Department of Labor will review the matter and determine whether a waiver shall be granted. In the absence of waiver, these protections shall apply to the Project.

5333(b) Certification Letter
Attach as NJT Attachment R

See NJT Attachment R

Date:

Steve Fittante, Director
NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Mr. Fittante:

The Name of Applicant has made application to NJ TRANSIT and the Federal Transit Administration pursuant to Section 5311 of the Federal Transit Act, as amended for a mass transportation grant to assist in the reimbursement of operating and/or non-operating expenses for the period July 1, 2015 to December 31, 2016.

The Name of Applicant agrees that, in absence of a waiver by the Department of Labor the terms and conditions of the Special Section 5333(b) Warranty shall apply for the protection of the employees of any employer providing transportation service assisted by the Project, and the employees of any other surface public transportation providers which are eligible recipients, in the transportation service area of the Project. The Warranty arrangement shall be made part of the contract of assistance and shall be binding and enforceable by and upon the parties thereto, by any covered employee or his representative.

Additionally, pursuant to Section (A) of the Special Section 5333(b) Warranty, included with this submission is a listing of all transportation providers in the geographic area of our project and any labor organizations representing the employees of such providers.

Sincerely,

Signature of Authorized Representative
Title

Listing of Operators and Union Representatives

As part of the 5333(b) warranty process applicants must submit an accurate and up-to-date listing of all existing transportation providers in the Section 5311 service area of the project. Applicants must also include any labor organizations representing such providers. A complete statewide list (Addendum C) is submitted by NJ TRANSIT to the US Department of Labor. Do not include NJ TRANSIT as a transportation provider in your area.

Submit all changes on Table 16 below (include any additions, deletions or changes to the transportation providers listed in Addendum C – do not retype information from or on Addendum C). Note if a (D)eletion, (A)ddition or (C)hange to Addendum by adding a (D), (A) or (C) after the name of the provider in the first column. If “no changes” indicate that below.

To assist you we also included a list of major private for-profit transportation providers in the state on Addendum A. Take note that other organizations including taxi and private non-profit organizations may provide transportation and have union representation as well and should be listed.

Note to applicant – include your county and indicate if there is a driver union.

Table 16

Other Transportation Providers in Section 5311 Service Area	Name of Union	Union Address	Union Phone Number	E-Mail Address of Union
Glassboro Municipal Shuttle Bus	CWA Local 1085	451 Glassboro Rd., Woodbury Hts. NJ 08097	856-853-8992	Mail@cwa1085.org
Mantua Municipal Shuttle Bus	None			
Paulsboro Municipal Shuttle Bus	None			
Gloucester County Division of Transportation	CWA Local 1085	451 Glassboro Rd., Woodbury Hts. NJ 08097	856-853-8992	Mail@cwa1085.org

Sample of Required S5311 and Innovative Grant Application Cover Letter
Attach as NJT Attachment S

See NJT Attachment S

Date

Steve Fittante, Director
NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Mr. Fittante:

The (Name of Applicant) is hereby applying for a grant under FTA Section 5311 of the Federal Transit Act, as amended. The approval of this grant will enable public transportation services to be available to the small urban and rural residents of our service area.

(Name of Applicant) is requesting Non Operating and/or Operating Assistance for the period July 1, 2015 – December 31, 2016. The total amount of federal and state funds requested is as follows:

July 2015- December 2016 NEW ALLOCATION

	OPERATING	NON-OPERATING
FTA Section 5311 Funds:	48,041.00	0
State match funds:	24,020.50	0
Local match funds:	24,020.50	0
Total:	\$96,082.00	

January 2016- December 2016 Innovation Grant (Operating only)

	OPERATING	
FTA Section 5311 Funds:	96,082.00	0
State match funds:	48,041.00	0
Local match funds:	48,041.00	0
Total:	\$192,164.00	0

To my knowledge, all information provided in support of this application is true and correct. If you have questions or require additional information, contact Name and Title of Principal Organization Contact and Phone Number.

Sincerely,

(Signature of Authorized Representative of Applicant)

Robert M. Damminger, Freeholder Director

5311 Applicant Authorizing and Supporting Resolution

The applicant must also attach a supporting resolution in the application if any portion of the Applicant's local match comes from another organization, municipality, government entity or other funding source. Below is Sample Text for Authorizing Resolution. Attach as NJT Attachment T

Resolution authorizing the filing of an application to NJ TRANSIT and the Department of Transportation, United States of America, on behalf of (Subrecipient) for a grant under the Federal Transit Act, as amended.

WHEREAS, the Secretary of Transportation is authorized to make grants for a general public transportation program of projects in other than urbanized areas under Section 5311 of the Federal Transit Act, as amended;

WHEREAS, the grant for financial assistance will impose certain obligations upon the Subrecipient (Legal Name of Applicant), including the provision of the local share of the project costs in the program;

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1965, that in connection with the filing of an application for assistance under the Federal Transit Act, as amended, the Subrecipient gives an assurance that it will comply with Title VI and EEO requirements of the Civil Rights Act of 1964 and U.S. Department of Transportation requirements; and

WHEREAS, the Subrecipient is required to adhere to the requirements as specified in the U.S. Department of Transportation's Minority Business Enterprise (MBE) regulation set forth in 49 C.F.R. Part 23, Subpart D.

NOW, THEREFORE, BE IT RESOLVED BY (Name of Governing Body)

1. That (Title of Applicant's Designated Official) is authorized to execute and file an application on behalf of Subrecipient (Legal Name of Applicant) with NJ TRANSIT who as the Designated Recipient will apply to the U.S. Department of Transportation requesting aid in the financing of administration, capital and/or operating assistance projects pursuant to Section 5311 of the Federal Transit Act, as amended.
2. That (Title of Applicant's Designated Official) is authorized to execute and file with such applications and assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI and EEO requirements of the Civil Rights Act of 1964.
3. That (Title of Applicant's Designated Official) is authorized to set forth and execute affirmative minority business policies pursuant to 47 C.F.R. Part 23, Subpart D.
4. That (Title of Authorized Representative) is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application.
5. That (Title of Applicant's Designated Official) is authorized to execute grant agreements on behalf of Legal Name of Applicant for aid in the financing of the administration, capital and/or operating assistance.
6. That (Governing Body of Applicant) hereby authorize the amount of (\$ amount) be obligated as the local share required under the provisions of the grant

application.

Addendum A – A List of Private Bus Operators Serving New Jersey

<p>Aristocrat Limo & Bus Co. 354 Kingston Road Parsippany, NJ 07054 973-887-2726 Fax: 973-884-1880 Mr. Robert Wright Mrs. Brenda Baxter Safety Director: Richard Wright</p>	<p>Atlantic Express Coachways, Inc. 7 North Street Staten Island, NY 10302 718-556-8078 FAX: 718-556-8042 Ms. Laura Cagnetta Safety Director: Mr. Ron Caruso</p>	<p>Ayan Travel, Inc. 149 17th Avenue Elmwood Park, NJ 07407 973-340-8750 FAX: 973-340-8759 E-MAIL: ayanbus@yahoo.com Ms. Beverly Corasio</p>
<p>Bestway Coach Express, Inc. 2 Molt Street Suite 705 New York, NY 10013 212-608-8988 FAX: 212-608-9169 E-MAIL: info@bestwaycoach.com WEBSITE: www.bestwaycoach.com Mr. Wilson Cheng Mr. Kelvin Chan</p>	<p>Camptown Bus Lines, Inc. 126-140 Frelinghuysen Avenue Newark, NJ 07114-1633 973-242-6100 FAX: 973-242-4123 E-MAIL: camptownbus@verizon.net Mr. Thomas M. Zambolla</p>	<p>Carefree Bus Tours 45 Somerset Place Clifton, NJ 07017 1-800-640-9429 973-778-4000 FAX: 973-778-4610 E-MAIL: CBL4000@aol.com Mr. Paul Lenoir</p>
<p>Classic Tours/Classic Cruisers, Inc. 1533 Prospect Street Lakewood, NJ 08701 732-657-1144 FAX: 732-367-8233 By request only Mr. Mark R. Waterhouse</p>	<p>Coachman International Tours, Inc. P.O. Box 8328 Haledon, NJ 07538 201-398-9855 FAX: 201-398-9855 EMAIL: coachmanintl@optonline.net Mr. Richard Jaeger Ms. Pauline Wolthouse, VP</p>	<p>Coastal Coach 603 Whildam Ave N. Cape May, NJ 08204 609-602-2271 FAX: 609-345-5300 E-MAIL: lidi03@aol.com Mr. Tim Generale</p>
<p>Express Tours, Inc./Golden Express 15 Division Street 3rd Floor New York, NY 10002 212-966-8433 FAX: 212-343-7207 Mr. Richard Chow Ms. May Chow</p>	<p>Greyhound Lines, Inc. 3104 Pacific Avenue Atlantic City, NJ 08401 609-345-5921 FAX: 609-345-5927 Mr. Nate Karp E-MAIL: nkarpg@greyhound.com</p>	<p>Infinity Tours, Inc. 6013 Al Ventura Road Wallington, NJ 07057 201-507-5055 FAX: 201-507-5001 Ms. Mary Ann Kamrowski Safety Director: Mr. Tom Boyle</p>
<p>Jay/Nay Travel PMB 106-621 Beverly Rancocas Road Willingboro, NJ 08046 609-877-7127 FAX: 609-877-7546 E-MAIL: sales@jayandnaytravel.com WEBSITE: www.jayandnaytravel.com Mr. John Mills Ms. Renee Mills</p>	<p>Lakeland Bus Lines, Inc. PO Box 898 425 E. Blackwell Street Dover, NJ 07802-0898 973-366-0600 Ext. 632 FAX: 973-366-8012 E-MAIL: tfaylor@lakelandbus.com WEBSITE: www.lakelandbus.com Mr. Tom Taylor Ext. 632 Mr. Tom Graves</p>	<p>Leprechaun Lines, Inc. 100 Leprechaun Lane New Windsor, NY 12550 845-565-7900 FAX: 845-565-1220 E-MAIL: fgallagher@leprechaunlines.com Mr. Frank Gallagher</p>
<p>Lion Trailways Hornet and Ranger Roads Rio Grande, NJ 08242 609-889-0925 FAX: 609-889-0033 E-MAIL: info@lionbus.com WEBSITE: www.lionbus.com Mr. Nick Paglione</p>	<p>Martz Lines 239 Old River Road Wilkes-Barre, PA 18702 570-821-3838 FAX: 570-821-3813 E-MAIL: shenry@martzgroup.com WEBSITE: www.martzgroup.com Mr. Scott E. Henry</p>	<p>Passaic Valley Coach Lines 71 River Road Chatham, NJ 07928-1930 973-635-2374 FAX: 973-635-0199 E-MAIL: www.wayne@passaicvalleycoach.com WEBSITE: passaicvalleycoach.com Mr. Wayne Braunwarth</p>

Peter Pan Bus Lines 25 County Avenue Secaucus, NJ 07094 201-866-6001 FAX: 201-866-6234 E-MAIL: frank@peterpanbus.com WEBSITE: www.peterpanbus.com Mr. Frank Farrow	Raritan Valley Bus Service PO Box 312 Metuchen, NJ 08840-0312 732-549-1212 FAX: 732-549-1168 E-MAIL: www.raritanvalleybus.com Mr. Steve Yelencsics Mr. Steve Yelencsics, Jr.	Safety Bus 7200 Park Avenue Pennsauken, NJ 08109 856-665-2662 FAX: 856-665-0658 Mr. Thomas Dugan, Jr.
Sheppard Bus Service 35 Rockville Road Bridgeton, NJ 08302 856-451-4004 FAX: 856-453-1620 E-MAIL: john@sheppardbus.com Mr. John Sheppard Mr. Ken Sheppard	Starr Tours 2531 E. State Street Trenton, NJ 08619 609-587-0626 FAX: 609-587-3052 E-MAIL: msussman@starrtours.com Mr. Mitchell Sussman	Stout's Charter Service, Inc. 20 Irven Street Trenton, NJ 08638 609-883-8891 FAX: 609-883-6682 E-MAIL: vivian@stoutsbus.com WEBSITE: www.stoutsbus.com Mr. Harry Stout Mr. Shawn Stout
Trans-Bridge Lines 2012 Industrial Drive Bethlehem, PA 18017 610-868-6001 Ext. 122 FAX: 610-868-9057 WEBSITE: www.transbridgebus.com Mr. Tom JeBran Mr. Len Marzen	Travelynk, INC 52 Bailly Drive Burlington, NJ 08016 201-232-0563 FAX: 201-232-0563 Michael Rodriguez	Triple D Travel PO Box 3208 Hamilton, NJ 08619 609-631-0200 FAX: 609-631-0047 Mr. David A. Tenney
Trolley Tours, Inc. 216 North Main Street (Route 9) PO Box 418 Forked River, NJ 08731-0418 609-971-6699 800-468-0446 FAX: 609-971-6341 E-MAIL: ronalfailace@hotmail.com WEBSITE: www.trolleytoursinc.net Ronald R. Failace, President	Vanderhoof Transportation 18 Wilfred Street West Orange, NJ 07052 973-325-0700 FAX: 973-669-9639 WEBSITE: www.evanderhoof.com Mr. Edward Vanderhoof	Via Bus 19 Tilton Street Hammonton, NJ 08037 609-567-7705 800-890-4756 FAX: 609-567-2328 Mr. Glenn Davis
Villani Bus Company 811 East Linden Avenue Linden, NJ 07036 908-862-3333 FAX: 908-474-8058 Mr. Dee Villani	Coach USA Northeast Region 349 First Street Elizabeth, NJ 07206 908-354-3330 FAX: 908-994-9338 E-MAIL: john.emberson@coachusa.com Mr. John Emberson	Community Coach 160 South Route 17 North Paramus, NJ 07652 201-225-7515 FAX: 201-225-7590 E-MAIL: jon.nguyen@coachusa.com Jon Nguyen
Olympia Trails 349 First Street Elizabeth, NJ 07206 908-354-3330 ext. 232 FAX: 908-994-9355 E-MAIL: jim.rutherford@coachusa.com Mr. Jim Rutherford	Rockland Coaches 180 Old Hook Road Westwood, NJ 07675 201-263-1254 ext. 418 FAX: 201-664-8036 E-MAIL: david.gee@coachusa.com Mr. David Gee	Short Line/Hudson Transit/Coach USA 4 Leisure Lane Mahwah, NJ 07430 201-529-3666 ext. 1036 FAX: 201-529-0221 E-MAIL: George.Grieve@coachusa.com WEBSITE: george.grieve@coachusa.com Mr. George Grieve
Suburban Transit 750 Somerset Street New Brunswick, NJ 08901 732-249-1100 ext. 201 FAX: 732-545-7015 WEBSITE: ronald.kohn@coachusa.com Mr. Ronald Kohn		

Addendum B – Designated Leads for Human Services Transportation Coordination Plan

County	Lead	E-mail	Phone Number
Atlantic	Mr. Carl Lindow	lindow_carl@aclink.org	609-645-7700 x4058
Bergen	Mr. Tom Murphy	tmurphy@co.bergen.nj.us	201-336-3380
Burlington	Mr. Bill Stewart	wstewart@co.burlington.nj.us	609-265-5788
Camden	Ms. Carol Miller Mr. Bob Damminger	cmiller@sjta.com	856-427-0988
Cape May	Mr. Dan Mulraney	dmulraney@co.cape-may.nj.us	609-889-3700 x107
Cumberland	Ms. Barbara Nedohon	barbarane@co.cumberland.nj.us	856-453-2220
Essex	Ms. Jaklyn DeVore	jdevore@seniors.essexcountynj.org	973-395-8392
Gloucester	Mr. Mark Seigel	mseigel@co.gloucester.nj.us	856-686-8362
Hudson	Ms. Darice Toon	dtoon@hcnj.us	201-369-5280 x4231
Hunterdon	Ms. Tara Shepherd	tara@hart-tma.com	908-788-5553
Mercer	Mr. Martin DeNero	mdenero@mercercounty.org	609-530-1970 x17
Middlesex	Ms. Beverly Briggs	beverly.briggs@co.middlesex.nj.us	732-745-4029
Monmouth	Ms. Kathy Lodato	kathleen.lodato@co.monmouth.nj.us	732-577-6731
Morris	Ms. Lauren Burd	lburd@co.morris.nj.us	973-829-8105
Ocean	Mr. David Fitzgerald	dfitzgerald@co.ocean.nj.us	732-736-8989 x235
Passaic	Mr. John McGill Ms. Mary Kuzinski	johnm@passaiccountynj.org maryk@passaiccountynj.org	973-305-5763 / 5758 973-569-4070
Salem	Mr. Ray Bolden	rbolden@salemcountynj.gov	856-935-7510 x8317
Somerset	Ms. Yvonne Manfra	manfra@co.somerset.nj.us	908-231-7116
Sussex	Ms. Carol Novrit	cnovrit@xbp.dhs.state.nj.us	973-383-3600 x5152
Union	Ms. Karen Dinsmore	kdinsmore@ucnj.org	908-527-4809
Warren	Ms. JanMarie McDyer	jmcdyer@co.warren.nj.us	908-475-6080

SECTION VIII FTA SECTION 5311 INNOVATION GRANT

NOT APPLICABLE

Purpose

The FTA Section 5311 Innovation Grant is a designation of a portion of unused **funding allocated to Section 5311 eligible counties** which is made available to these counties on a competitive application basis. The objective is to provide funding to promote integration of community transit services and NJ Transit bus and rail services in rural counties.

Grant Qualification Criteria

Project applications must meet the following standards in order to be eligible for competitive review:

1. Project must provide a **direct connection with an existing NJ Transit bus, private fixed route bus or rail service** either within or in a contiguous county
2. Route must serve residential origins **within the Census defined rural area**
3. The service must consist of a **deviated fixed route service with a service frequency of 60 minutes or less** during either peak or off-peak periods
4. Service must be provided on a **minimum of five days per week**
5. The proposed service may be **either a new service or an expansion of service span or frequency of an existing service** that provides direct connections to a rail station or an established bus route at either a route endpoint or key bus stop or station.
6. Submit a marketing plan which includes a commitment to provide a bus timetable that includes at minimum key time-points, a map with a designation of those key time-points, pickup/drop-off points, fare information, and connecting transit bus and rail services. The proposer must also provide a plan for a timetable distribution program including key residential, commercial and employment locations served and the proposed mode of ensuring that bus timetables are supplied and available to potential customers.
7. Proposed service operator must demonstrate the ability to meet operating requirements including but not limited to:
 - Meeting New Jersey Motor Vehicle Commission (NJMVC) requirements for operating authority and vehicle inspections if charging a fare
 - Demonstrate a vehicle fleet sufficient to meet the peak vehicle requirement for the service with a minimum 15% spare ratio in order to ensure that the daily peak vehicle requirement is met

Funding Requirements

Funding may be used only for direct operating expenses for the provision of vehicle services including driver salary and benefits, fuel, vehicle parts and maintenance labor or the cost of contract operated service.

Funding may NOT be used to cover operating expenses including operations management, dispatch and training. It is assumed that the existing system will be able to provide these direct operating support services within the context of the existing service or through other grant funding sources.

The applicant must demonstrate the financial capability to provide the required **25% match** which must be used in combination with the NJ Transit 25% match to support half of the direct

operating expenses for the proposed service. Once approved projects have been Identified Resolutions will be requested.

A maximum of \$200,000.00 (including the applicant's 25% match) will be made available to a single project.

The service must meet a minimum threshold of four (4.0) passenger trips per revenue hour at the end of the initial service period. Services not meeting the minimum operating standard will not be eligible for continued funding in the next year.

Factors Supporting Proposed Section 5311 Innovation Grant Route Proposal

A. Percentage of low-income individuals (150% of poverty level) in project service area:

0 – 20% _____

61 – 80% _____

21 – 40 % _____

81 – 100% _____

41 – 60% _____

B. Percentage of zero-car and one auto households in project service area:

0 – 10% _____

21 – 40% _____

11 – 20 % _____

Over 41% _____

C. Characteristics of proposed route deviation bus service (Check one)

___ Proposed route is a new route deviation service

___ Proposed route is an expansion of an existing route deviation service

___ Proposed route serves at least one shopping center or village shopping area

___ Proposed route serves at least one congregate (multi-family) residential building or apartment complex

D. Connection to Traditional Transit (Check all that apply)

___ Connection provided to an existing NJT Rail, Bus or Private bus station/stop

___ Connection provided during Peak Period (defined as 6-9 AM and 4-7 PM)

___ Connection provided during Off-Peak period

___ Connection provided to hub with three or more rail lines and/or bus routes

Project Description

Describe the parameters of your proposed route:

How many vehicles will be used to operate this service?

Please note: If you are charging a mandatory fare you must meet New Jersey Motor Vehicle Commission (NJMVC) requirements for operating authority and vehicle inspections

Please describe your Marketing plan for this project:

Submit a marketing plan which includes a commitment to provide a bus timetable that includes at minimum key time-points, a map with a designation of those key time-points, pickup/drop-off points, fare information, and connecting transit bus and rail services.

Timetables must also include Route Deviation Policy, Nondiscrimination Policy, and Reasonable Accommodation Policy.

The proposer must also provide a plan for a timetable distribution program including key residential, commercial and employment locations served and the proposed mode of ensuring that bus timetables are supplied and available to potential customers.

Route Description

Provide Turn by Turn route description:

Provide a Map highlighting the route (Attach as Attachment U)

Identify bus/rail or light rail service connection points along the route:

Span of Service

Provide a schedule identifying time points and trip times:

Number of Operating Days

Total annual Days of operations (Ex. 244 weekdays and 52 Saturdays)

Number of Projected Daily Revenue Hours for each bus operated per day from route starting point to route ending point, not including deadhead from and to garage.

Projected Operating Budget

Operating Budget	Budget Request
Driver Salaries/Fringe	
Third Party Contract Svcs	
Maintenance & Repairs	
Materials Consumed (Fuel)	
Total Operating	
(-Fares)	
(-Donation)	
GRAND TOTAL	

Identify Source of Hard (Cash) 25% Match: _____

NOTE: Operating Costs are limited to driver labor, driver benefits, third party contract services, fuel and/or maintenance costs.

Provide the number of Staff that will be charged to this grant. Do not list each individual Operator, Dispatcher, or Reservationist - list the number of these positions and percentage charged per grant:

SECTION IX- COMPLETE APPLICATION CHECKLIST OF DOCUMENTS

The following documents are to be attached to this application.

<input checked="" type="checkbox"/>	NJT Attachment A	Organizational Chart
<input checked="" type="checkbox"/>	NJT Attachment B	Vendor Organization Chart (if applicable)
<input type="checkbox"/>	NJT Attachment C	Policies and Procedures <i>Provided last year</i>
<input checked="" type="checkbox"/>	NJT Attachment D	CHSTP Addendums/Updates
<input type="checkbox"/>	NJT Attachment E	CHSTP Written Agreements (if applicable)
<input checked="" type="checkbox"/>	NJT Attachment F	Contracts Program receives funds from (if applicable)
<input checked="" type="checkbox"/>	NJT Attachment G	Indirect Cost Plan (if applicable)
<input checked="" type="checkbox"/>	NJT Attachment H	Vehicle Inventory (use spreadsheet provided)
<input type="checkbox"/>	NJT Attachment I	Non-Vehicle Inventory (5311 only if applicable, use spreadsheet provided) <i>N/A</i>
<input checked="" type="checkbox"/>	NJT Attachment J	Marketing Materials
<input checked="" type="checkbox"/>	NJT Attachment K1	Notarized Copies of Public Notice
<input checked="" type="checkbox"/>	NJT Attachment K2	List of Organizations for Public Hearing Notice
<input checked="" type="checkbox"/>	NJT Attachment K3	Large Print Vehicle Notice
<input checked="" type="checkbox"/>	NJT Attachment K4	Library Public Notice Information
<input checked="" type="checkbox"/>	NJT Attachment K5	Website Screen Shot Public Notice
<input checked="" type="checkbox"/>	NJT Attachment K6	CAC Meeting Public Notice
<input checked="" type="checkbox"/>	NJT Attachment K7	Public Hearing Transcript
<input checked="" type="checkbox"/>	NJT Attachment L	SCDRTAP Application Cover Letter
<input checked="" type="checkbox"/>	NJT Attachment M	SCDRTAP Resolution
<input checked="" type="checkbox"/>	NJT Attachment N	Opinion of Council Letter (5311 only)
<input checked="" type="checkbox"/>	NJT Attachment O	Disclosure of Lobbying Activities (5311 only)
<input checked="" type="checkbox"/>	NJT Attachment P	Lobbying Certification
<input type="checkbox"/>	NJT Attachment Q	Capital Public Notice (5311 only if applicable)
<input checked="" type="checkbox"/>	NJT Attachment R	5333(b) Certification Letter (5311 only)
<input checked="" type="checkbox"/>	NJT Attachment S	5311 Application Cover Letter
<input checked="" type="checkbox"/>	NJT Attachment T	5311 Resolution
<input type="checkbox"/>	NJT Attachment U	Innovative Grant Map (5311 only if applicable) <i>N/A</i>

Excel Spreadsheet attachments

- 2014 Actual Expenditures by funding source
- 2016 Proposed budget by funding source
- Vehicle Inventory
- Non-Vehicle Assets

Senior Citizens and Disabled Resident Transportation Program
Budget Analysis
Proposed Expenditures
County of Gloucester

A	B	C	D	E	F	G	H	I	J	K	L	M
1 County: Gloucester												
2 Actual 2014 Expenditures												
3 FUNDING SOURCE	SCDRTAP	COUNTY	FTA 5311	Title II	Logisticare	Title XX						
4 Operating	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
5 Salaries/Fringe	\$322,743.00	87%	\$668,078.00	79%	\$174,197.00	87%	\$54,731.00	100%	\$0.00	#DIV/0!	\$20,502.00	69%
6 Licenses, Registration, Ins	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
7 Third Party Contract Svcs	\$450.00	0%	\$136,602.00	16%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
8 Maintenance & Repairs	\$10,457.00	3%	\$12,071.00	1%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$5,000.00	17%
9 Materials Consumed	\$37,500.00	10%	\$24,599.00	3%	\$25,000.00	13%	\$0.00	0%	\$0.00	#DIV/0!	\$4,000.00	14%
10 Training/Travel	\$520.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
11 Miscellaneous	\$516.00	0%	\$2,896.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
12 Funding Source Subtotal	\$372,186.00	100%	\$844,186.00	100%	\$199,197.00	100%	\$54,731.00	100%	\$0.00	#DIV/0!	\$29,502.00	100%
13 % Funding Source Total	74%		64%		100%		73%		#DIV/0!		49%	
14 FUNDING SOURCE	SCDRTAP	COUNTY	FTA 5311	Title III	Title XIX	Title XX						
15 Administration	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
16 Salaries/Fringe	\$56,955.00	44%	\$143,164.00	30%	\$0.00	#DIV/0!	\$20,643.00	100%	\$0.00	#DIV/0!	\$31,231.00	100%
17 Standard Overhead/Indirect Costs	\$71,000.00	55%	\$336,469.00	70%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
18 Facilities or Equipment Rental	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
19 Third Party Contract Svcs	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
20 Office Supplies	\$0.00	0%	\$1,346.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
21 Training/Travel	\$292.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
22 Marketing/Advertising (non-contracted)	\$183.00	0%	\$38.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
23 Insurance premium or payment to a self-insurance reserve	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
24 Miscellaneous	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
25 Funding Source Subtotal	\$128,450.00	100%	\$481,017.00	100%	\$0.00	#DIV/0!	\$20,643.00	100%	\$0.00	#DIV/0!	\$31,231.00	100%
26 % Funding Source Total	26%		36%		0%		27%		#DIV/0!		51%	
27 FUNDING SOURCE	SCDRTAP	COUNTY	FTA 5311	Title III	Title XIX	Title XX						
28 Capital	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
29 Rolling Stock	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
30 Radios & Communication Equipment	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
31 Passenger Shelters/Bus Stop Signs	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
32 Lifts or Securement Devices	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
33 Vehicle Rehabilitation	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
34 Computer Hardware/Software	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
35 Construction or Rehab of Transit Facility	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
36 Facilities or Equipment Rental	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
37 Miscellaneous	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
38 Funding Source Subtotal	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
39 % Funding Source Total	0%		0%		0%		0%		#DIV/0!		0%	
40 Budget Totals	\$500,616.00		\$1,325,203.00		\$199,197.00		\$75,374.00		\$0.00		\$60,733.00	
41 % of Program Budget Total	13%		46%		7%		3%		0%		2%	
42 *Program match (es) of \$	provided by County											

Senior Citizens and Disabled Resident Transportation Program
Budget Analysis
Proposed Expenditures
County of Gloucester

	A	N	O	P	Q	R	S	T	U	V	W	X	Y
1	County: Gloucester												
2	Actual 2014 Expenditures												
3	FUNDING SOURCE	JARC	Veterans	New Freedom	Other	Other	Other	Other	Other	Other	Other	Ops Budget Totals	
4	Operating	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
5	Salaries/Fringe	\$254,590.00	92%	\$24,609.00	91%	\$280,238.00	88%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$1,799,868.00	85%
6	Licenses, Registration, Ins	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%
7	Third Party Contract Svcs	\$2,400.00	1%	\$0.00	0%	\$3,962.00	1%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$143,414.00	7%
8	Maintenance & Repairs	\$0.00	0%	\$0.00	0%	\$14,068.00	4%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$41,536.00	2%
9	Materials Consumed	\$20,000.00	7%	\$2,500.00	9%	\$19,387.00	6%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$132,998.00	6%
10	Training/Travel	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$520.00	0%
11	Miscellaneous	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$3,412.00	0%
12	Funding Source Subtotal	\$276,990.00	100%	\$27,109.00	100%	\$317,655.00	100%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$2,121,556.00	100%
13	% Funding Source Total	91%	88%	90%	90%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	74%	74%
14	FUNDING SOURCE	JARC	Veterans	Other	Other	Other	Other	Other	Other	Other	Other	Admin Budget Totals	
15	Administration	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
16	Salaries/Fringe	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$251,998.00	35%
17	Standard Overhead/Indirect Costs	\$-27,313.00	100%	\$4,248.00	100%	\$36,470.00	100%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$475,500.00	65%
18	Facilities or Equipment Rental	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%
19	Third Party Contract Svcs	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%
20	Office Supplies	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$1,346.00	0%
21	Training/Travel	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$282.00	0%
22	Marketing/Advertising (non-contracted)	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$221.00	0%
23	Insurance premium or payment to a	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%
24	Miscellaneous	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%
25	Funding Source Subtotal	\$27,313.00	100%	\$4,248.00	100%	\$36,470.00	100%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$729,952.00	100%
26	% Funding Source Total	9%	14%	10%	100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	26%	26%
27	FUNDING SOURCE	JARC	Veterans	Other	Other	Other	Other	Other	Other	Other	Other	Capital Budget Totals	
28	Capital	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
29	Rolling Stock	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
30	Radios & Communication Equipment	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
31	Passenger Shelters/Bus Stop Signs	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
32	Lifts or Securement Devices	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
33	Vehicle Rehabilitation	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
34	Computer Hardware/Software	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
35	Construction or Rehab of Transit Facility	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
36	Facilities or Equipment Rental	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
37	Miscellaneous	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
38	Funding Source Subtotal	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
39	% Funding Source Total	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
40	Budget Totals	\$304,303.00		\$31,357.00		\$354,125.00		\$0.00		\$0.00		\$2,850,908.00	
41	% of Program Budget Total	11%		1%		12%		0%		0%		100%	
42	*Program match (es) of \$												

Senior Citizens and Disabled Resident Transportation Program
Budget Analysis
Actual Expenditures
County of Gloucester

County: Gloucester
Projected 2016 Budget

FUNDING SOURCE		SCDRTAP		COUNTY		FTA 5311		S5311 Innovation		FTA S5310		Title XX	
Operating	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	
Salaries/Fringe	\$312,597.00	85%	\$889,151.00	84%	\$167,164.00	87%	\$0.00	0%	\$404,600.00	211%	\$31,231.00	78%	
Licenses, Registration, Ins	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$20,500.00	11%	\$0.00	0%	
Third Party Contract Svcs	\$0.00	0%	\$144,000.00	14%	\$0.00	0%	\$0.00	0%	\$17,300.00	9%	\$5,000.00	12%	
Maintenance & Repairs	\$15,000.00	4%	\$23,000.00	2%	\$0.00	0%	\$0.00	0%	\$17,600.00	9%	\$4,000.00	10%	
Materials Consumed	\$37,500.00	10%	\$2,800.00	0%	\$25,000.00	13%	\$0.00	0%	\$0.00	0%	\$0.00	0%	
Training/Travel	\$1,150.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	
Miscellaneous	\$1,000.00	0%	\$2,000.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	
Funding Source Subtotal	\$367,247.00	100%	\$1,060,951.00	100%	\$192,164.00	100%	\$0.00	0%	\$460,000.00	239%	\$40,231.00	100%	
% Funding Source Total	76%		62%		100%		#DIV/0!		100%		66%		
FUNDING SOURCE		SCDRTAP		COUNTY		FTA 5311		S5311 Innovation		FTA S5310		Title XX	
Administration	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	
Salaries/Fringe	\$57,000.00	48%	\$214,799.00	33%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$20,502.00	100%	
Standard Overhead/Indirect Costs	\$60,000.00	51%	\$403,605.00	62%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%	
Facilities or Equipment Rental	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%	
Third Party Contract Svcs	\$0.00	0%	\$28,700.00	4%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%	
Office Supplies	\$0.00	0%	\$1,150.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%	
Training/Travel	\$700.00	1%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%	
Marketing/Advertising (non-contracted)	\$250.00	0%	\$150.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%	
Insurance premium or payment to a self-insurance reserve	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%	
Miscellaneous	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%	
Funding Source Subtotal	\$117,950.00	100%	\$648,404.00	100%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$20,502.00	100%	
% Funding Source Total	24%		38%		0%		#DIV/0!		0%		34%		
FUNDING SOURCE		SCDRTAP		COUNTY		FTA 5311		S5311 Innovation		FTA S5310		Title XX	
Capital	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	
Rolling Stock	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Radios & Communication Equipment	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Passenger Shelters/Bus Stop Signs	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Lifts or Securement Devices	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Vehicle Rehabilitation	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Computer Hardware/Software	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Construction or Rehab of Transit Facility	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Facilities or Equipment Rental	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Miscellaneous	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Funding Source Subtotal	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	
% Funding Source Total	0%		0%		0%		\$0.00		\$0.00	0%	\$0.00	0%	
Budget Totals	\$485,197.00		\$1,709,355.00		\$192,164.00		\$0.00		\$460,000.00		\$60,733.00		
% of Program Budget Total	15%		54%		6%		0%		14%		2%		
*Program match (es) of \$ provided by County													

*Program match (es) of \$

provided by County

Senior Citizens and Disabled Resident Transportation Program
Budget Analysis
Actual Expenditures
County of Gloucester

County: Gloucester
Projected 2016 Budget

FUNDING SOURCE		JARC		Veterans		Title III		Logisticare		Other		Ops Budget Totals	
Operating	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	
Salaries/Fringe	\$129,000.00	90%	\$23,625.00	91%	\$77,414.00	100%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$2,034,782.00	88%	
Licenses, Registration, Ins	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%	
Third Party Contract Svcs	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$164,500.00	7%	
Maintenance & Repairs	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$60,300.00	3%	
Materials Consumed	\$15,000.00	10%	\$2,275.00	9%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$104,175.00	4%	
Training/Travel	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$1,150.00	0%	
Miscellaneous	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$3,000.00	0%	
Funding Source Subtotal	\$144,000.00	100%	\$25,900.00	100%	\$77,414.00	100%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$2,367,907.00	100%	
% Funding Source Total	90%		86%		100%		#DIV/0!		#DIV/0!		75%		
FUNDING SOURCE		JARC		Veterans		Title III		Logisticare		Other		Admin Budget Totals	
Administration	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	
Salaries/Fringe	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$292,301.00	36%	
Standard Overhead/Indirect Costs	\$16,000.00	100%	\$4,100.00	100%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$483,705.00	60%	
Facilities or Equipment Rental	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%	
Third Party Contract Svcs	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$28,700.00	4%	
Office Supplies	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$1,150.00	0%	
Training/Travel	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$700.00	0%	
Marketing/Advertising (non-contracted)	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$400.00	0%	
Insurance premium or payment to a self-insurance reserve	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%	
Miscellaneous	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	0%	
Funding Source Subtotal	\$16,000.00	100%	\$4,100.00	100%	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$806,956.00	100%	
% Funding Source Total	10%		14%		0%		#DIV/0!		#DIV/0!		25%		
FUNDING SOURCE		JARC		Veterans		Title II		Logisticare		Other		Capital Budget Totals	
Capital	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	
Rolling Stock	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Radios & Communication Equipment	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Passenger Shelters/Bus Stop Signs	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Lifts or Securement Devices	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Vehicle Rehabilitation	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Computer Hardware/Software	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Construction or Rehab of Transit Facility	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Facilities or Equipment Rental	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Miscellaneous	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
Funding Source Subtotal	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	
% Funding Source Total	0%		0%		#DIV/0!		#DIV/0!		#DIV/0!		0%		
Budget Totals	\$180,000.00		\$30,000.00	1%	\$77,414.00	2%	\$0.00	0%	\$0.00	0%	\$3,174,863.00	100%	
% of Program Budget Total	5%		1%		2%		0%		0%		100%		
*Program match (es) of \$													

*Program match (es) of \$